

# DELEGATION OF POWERS



A Maharatna Company

UPDATED AS ON 1<sup>st</sup> January, 2018

**(Company Sectt. Deptt.)**

**NTPC Limited**

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**DELEGATION OF POWERS  
FOR  
NAVRATNA PSEs  
AND  
MAHARATNA CPSEs**

## **Delegation of Powers to the Board**

### **I. Relevant provision of Article 39 of the Articles of Association of NTPC**

#### ***Article 39.***

The business of the company shall be managed by the Board of Directors subject to the compliance of conditions stipulated in Department of Public Enterprises Office Memorandum No. DPE/11(2)/97-Fin dated 22nd July, 1997 as modified from time to time.

### **II. Grant of Autonomy to Navratna Board**

**1. Office Memorandum No. DPE/11(2)/97-Fin. dated 22nd July, 1997, issued by Department of Public Enterprises, Ministry of Industry - Delegation of decision making authority to Board of Navratna PSEs.**

**Sub : Turning selected public sector enterprises into global giants - grant of autonomy.**

The Common Minimum Programme of the Govt. states, inter-alia, that Govt. will identify public sector companies that have comparative advantages and support them in their drive to become global giants. In pursuance of these objectives, the Govt. have decided to grant the enhanced autonomy and delegation of powers subject to the guidelines mentioned below.

**2. The Govt. has decided the following delegation of decision making authority to the Boards of PSEs :**

- i) To incur capital expenditure on purchase of new items or for replacement, without any monetary ceiling.
- ii) To enter into technology joint ventures or strategic alliances.
- iii) To obtain by purchase or other arrangements, technology and know-how.

- iv) To effect organisational restructuring including establishment of profit centres, opening of offices in India and abroad, creating new activity centres, etc.
- v) Creation and winding up of all posts including and upto those of non-Board level Directors i.e. Functional Directors who may have the same pay scales as that of Board level Directors, but who would not be members of the Board. All appointments upto this level would also be in the powers of the Boards and would include the power to effect internal transfers and redesignation of posts.
- vi) To structure and implement schemes relating to personnel and human resource management, training, voluntary or compulsory retirement schemes, etc.
- vii) To raise debt from the domestic capital markets and for borrowings from international market, which would be subject to the approval of RBI/Department of Economic Affairs as may be required and should be obtained through the administrative Ministry.
- viii) To establish financial joint ventures and wholly owned subsidiaries in India or abroad with the stipulation that the equity investment of the PSE should be limited to the following :
  - 1) Rs. 200 crores in any one project.
  - 2) 5 per cent of the net worth of the PSE in any one project
  - 3) 15 per cent of the net worth of the PSE in all joint ventures/subsidiaries put together.

3. While normally the investment would be done directly by the parent PSE, in cases where it proposes to invest through a subsidiary into another joint venture, and also provides the additional capital for this purpose, the stipulations incorporated in points viii (2) and (3) above would be in the context of the parent company.

4. The existing decision making powers vested in various agencies would stand altered to give effect to the proposed delegation to the PSEs and the necessary changes in the rules, notifications, instructions, articles/memoranda of association, etc. shall be carried out by the concerned Department where required.

5. The above would be subject to the following conditions and guidelines :

- a) The proposals must be presented to the Board of Directors in writing and reasonably well in advance with an analysis of relevant factors and quantification of the anticipated results and benefits. Risk factors, if any, must be clearly brought out.
- b) The Government Directors, Finance Director and the concerned functional director must be present when major decisions are taken, especially when they pertain to investments, expenditure or organisational/capital restructuring.
- c) The decisions on such proposals should preferably be unanimous.
- d) In the event of any decision on important matters not being unanimous, a majority decision may be taken, but at least two-thirds of the Directors should be present, including those mentioned above, when such a decision is taken. The objections, dissents, the reasons for over-ruling them and those for taking the decision should be recorded in writing and minuted.
- e) No financial support or contingent liability on the part of the Government should be involved.
- f) These PSEs will establish transparent and effective systems of internal monitoring, including the establishment of an Audit Committee of the Board with membership of non-official Directors.
- g) All the proposals, where they pertain to capital expenditure, investment or other matters involving substantial financial or managerial commitments or where they would have a long term impact on the structure and functioning of the PSE, should be prepared by or with the assistance of professionals and experts and should be appraised, in suitable cases, by financial institutions or reputed professional

organisations with expertise in the areas. The financial appraisal should also preferably be backed by an involvement of the appraising institutions through loans or equity participation.

- h) The exercise of authority to enter into technology joint ventures and strategic alliances as referred to in para 2 (ii) above shall be in accordance with the Government guidelines as may be issued from time to time.
  - i) The Boards of these PSEs should be restructured by inducting non-official Directors as the first step before the exercise of the enhanced delegation of authority, as indicated vide DPE's O.M. of even number dated the 22nd July, 1997.
  - j) These public sector enterprises shall not depend upon budgetary support or Government guarantees. The resources for implementing their programmes should come from their internal resources or through other sources, including the capital markets.
6. This grant of autonomy to the Boards of PSEs, as indicated above, is specific to the 9 enterprises identified by the Govt., BHEL, BPCL, HPCL, IOC, IPCL, NTPC, ONGC, SAIL and VSNL.
7. Administrative Ministries may please bring the contents of the Govt. decision to the notice of these enterprises.

(S. Talwar)  
Joint Secretary to the Govt. of India

**2. Enhanced powers delegated to PSEs to incur Capital expenditure - Clarification regarding Internal and External Budgetary Resources (IEBR).**

**No. 1(3)-PF II/98  
Government of India  
Ministry of Finance  
(Department of Expenditure)  
Plan Finance II Divn.**

New Delhi, the 9th February, 1999

**OFFICE MEMORANDUM**

**Sub : Enhanced powers delegated to PSEs to incur Capital expenditure - clarification regarding IEBR**

The undersigned is directed to refer to the D.O. letter No. 31011/2/95-Fin. dated 12.1.1999 from JS & FA, Power addressed to Jt. Secy., (PF II) on the above subject.

The Deptt. of Public Enterprises has already clarified that the enhanced powers delegated vide their O.M. dated 6.5.97 is restricted to those projects funded 100% from PSEs Internal and Extra Budgetary Resources (IEBR) and the IEBR for the purpose will exclude Govt. guaranteed borrowings. DPE O.M. dated 8.10.97 refers. In respect of Navratna and Mini-ratna DPE's orders dated 22.7.97 and 9.10.97 clearly state that the powers delegated to those PSEs is subject to condition that it should not involve any financial support or contingent liability on the part of the Government. A GOI guarantee on any loan is a contingent liability on the Government. In view of this, any project financed by PSUs through Govt. guaranteed borrowings would require approval of PIB/CCEA even if it is within their delegated powers.

This issues with the approval of Secretary, (Expdr.)

(Divya Malhotra)  
Dy. Secretary to the Govt. of India.

**3. Guidelines and parameters for the Board of Directors of Navratna PSUs to enter into technology joint ventures and strategic alliances**

**No. 11(32)/96-Fin.  
Government of India  
Ministry of Heavy Industries & P.E.  
Department of Public Enterprises**

Public Enterprises Bhavan  
Block No. 14, CGO Complex,  
Lodi Road, New Delhi.  
Dated 17th January, 2000

**OFFICE MEMORANDUM**

**Sub : Laying down guidelines and parameters for the Board of Directors of Navratna PSUs to enter into technology joint venture and strategic alliances.**

This is in continuation of DPE O.M. No. 11(2)/97-Fin. dated 22.7.97 granting financial and operational autonomy to Navratna PSUs, wherein exercise of authority to enter into technology joint venture and strategic alliances were exercised in accordance with the Government guidelines. These guidelines are :

- (i) The selection of the partner for technology joint venture or strategic alliances and its processes etc. should be transparent. All such proposals must be presented to the Board of Directors in writing and should contain evaluation in terms of commercial expediency, techno economic parameters, quantification of the likely benefits and risk factors, if any.
- (ii) The proposal should be examined and appraised by the Board of Directors when the Finance Director, concerned functional Director(s) and at least two non official part time Directors are present in the meeting.
- (iii) The rationale for approving or rejecting the proposal must be recorded in writing, giving full justification.
- (iv) In the event of the decision on such proposals, not being unanimous, the objections, dissents, the reasons for over-ruling them and those for taking the decision should be recorded in writing and minuted.
- (v) The policy and procedures of authorities like RBI, Foreign Investment Promotion Board (FIPB), Environment, etc. as laid down from time to time to be complied with.
- (vi) It must be ensured that the proposal should not be entirely to the benefit of the MNC(s) to enter into the Indian market.
- (vii) All the proposals involving investment over and above delegated powers, shall be submitted for approval to CCEA.
- (viii) The Board shall ensure that adequate representation is given to the company in the management and operation of its joint venture/strategic alliance. The extent of representation should be in proportion to their contribution.
- (ix) Joint ventures may be formed with such companies/MNC(s) where there is synergy between production/business line of the two partners and where both stand to gain, especially the Indian partner.
- (x) The comprehensive list of joint ventures formed and status thereof be submitted to DPE on half yearly basis. The yearly status on the progress and performance of the joint ventures formed would be submitted by DPE to the Committee of Secretaries.

Administratives Ministries may please bring the contents of the Government decision to the notices of all Navratnas PSUs.

(S. Talwar)  
Joint Secretary

**4. Office Memorandum No.3(2)/2003-DPE(Fin.)/GL.XVI dated 11th February 2003, issued by Department of Public Enterprises, Ministry of Industry. Decisions on merger and/or acquisitions by the Board of Navratana/Mini-ratnas Central PSUs**

**Sub:-Merger and Acquisition decisions by the Central PSUs**

In pursuance of the policy objective to make the public sector more efficient and competitive, Govt. have announced its decisions to grant autonomy and delegated powers from time to time on various issues for application in the Central PSUs in general and also specific delegated powers to the Navaratna and Mini-ratnas.

It is however clarified that the delegated powers would not include the power to decide about merger and acquisition. The Central Government public enterprises must therefore take prior approval of the Government in regard to merger with and/or acquisition of any other business entities or major business activities and should not take decisions at their own. This would be applicable to all the Central PSUs irrespective of their financial status or grant of Navratna/Mini-ratana status etc. Decisions on merger and/or acquisitions should not be interpreted as though such powers are within the autonomy given to the Navaratnas/Mini-ratnas under the guidelines issued by the Govt.

Similarly, it is also clarified that the Navratna and Miniratna enterprises must follow the procedures detailed in the Government guidelines for investment of surplus funds as detailed in DPE OMs Nos.DPE/4(6)/94-Fin. dated 14.12.94 and 1.11.95. There is no separate dispensation available to any of the public enterprises in this regard (other than the PSEs in financial sector about which separate guidelines were issued, vide OM No.DPE/4(6)/94-Fin. dated 2.7.96) and these guidelines on investment of surplus funds are applicable to all the Central PSEs including the Navratna and Miniratna CPSEs.

Administrative Ministries may please bring the contents of the Govt. decisions to the notice of the Central PSUs under their administrative control.

(Dr. S. Banerjee)  
Joint Adviser

**5. Office Memorandum No.18(24)/2003-GM-GL.64 dated 5<sup>th</sup> August 2005, issued by Ministry of Heavy Industries & Public Enterprises, Department of Public Enterprises.**

**Sub: Empowerment of Central Public Sector Enterprises (CPSEs) –  
ENHANCEMENT OF DELEGATED POWERS OF NAVRATNA PSES**

The undersigned is directed to refer to this Department OM No.DPE/11(2)/97-Fin. dated 22<sup>nd</sup> July, 1997 regarding turning selected public sector enterprises into global giants, wherein various powers were delegated to PSEs that have comparative advantages and capacity to become global giants, presently known as Navratnas.



2. Keeping in view the pledge made in the National Common Minimum Programme (NCMP) that full managerial and commercial autonomy will be devolved to successful profit making companies operating in a competitive environment, the Government have reviewed the powers presently delegated to the Board of Directors of Navratna PSEs and have decided to enhance the powers in the manner stated below:

- (i) The ceiling on equity investment to establish financial joint ventures and wholly owned subsidiaries in India or abroad shall be 15% of the networth of the PSE in one project limited to Rs.1000 crore. The overall ceiling on such investment in all projects put together shall be 30% of the networth of the PSE.
- (ii) The Board of Directors of these PSEs shall have the powers for mergers and acquisitions, subject to the conditions that (i) it should be as per the growth plan and in the core area of functioning of the PSE, (ii) conditions/limits would be as in the case of establishing joint ventures/subsidiaries, and (iii) the Cabinet Committee on Economic Affairs (CCEA) would be kept informed in case of investments abroad. This is in partial modification of DPE OM No.3(2)/2003-DPE(Fin.)GLXVI dated 11.2.2003.
- (iii) The Board of Directors of these PSEs shall have the power to further delegate the powers relating to Human Resource Management (appointments, transfer, posting, etc.) of below Board level executives to sub-committees of the Board or to executives of the PSE, as may be decided by the Board of the PSE.
- (iv) The Chief Executive of the PSE shall have the power to approve business tours abroad of functional directors up to 5 days' duration (other than study tours, seminars, etc.) in emergency, under intimation to the Secretary of the administrative Ministry. In all other cases including those of Chief Executive, tours abroad would continue to require the prior approval of the Minister of the Administrative Ministry/Department.

3. The Navratna status is presently subject to the condition that these PSEs shall not depend upon the budgetary support or Government guarantees. Wherever Government guarantee is required under the standard stipulations of external donor agencies, the same may be obtained from the Ministry of Finance through the administrative Ministry. Such Government guarantee shall not affect the Navratna status.

4. Other powers delegated under the DPE OM referred to in para. 1 above remain unchanged. The conditions and guidelines laid down in the said OM also remain unchanged and should be adhered to strictly.

5. The administrative Ministries/Departments concerned may bring the contents of this OM to the notice of these enterprises.

(K.D. Tripathi)  
Joint Secretary to the Government of India

### **Delegation of powers to Maharatna CPSEs**

The boards of Maharatna CPSEs have been delegated the following powers.

- (i) To incur capital expenditure on purchase of new items or for replacement, without any monetary ceiling.
- (ii) To enter into technology joint ventures or strategic alliances.
- (iii) To obtain by purchase or other arrangements, technology and know-how.
- (iv) To effect organizational restructuring including establishment of profit centers, opening of offices India / abroad, creating new activity centers, etc.
- (v) To create below board level posts upto E-9 level and to wind up all below board level posts. The Boards of Directors will have powers to make all appointments, effect internal transfers and re-designation of all below board level posts.
- (vi) To structure and implement schemes relating to personnel and human resource management and training.
- (vii) To raise debt from the domestic capital markets and from international market, the latter being subject to the approval of RBI/Department of Economic Affairs, as may be required, and should be obtained through the administrative Ministry.
- (viii) To make equity investment to establish financial joint ventures and wholly owned subsidiaries and undertake mergers & acquisitions, in India or abroad, subject to a ceiling of 15% of the net worth of the concerned CPSE, limited to Rs. 5,000 crore in one project. The overall ceiling on such investments in all projects put together will not exceed 30% of the net worth of the concerned CPSE. While normally the investment would be done directly by the parent CPSE, in cases where it proposes to invest through a subsidiary into another joint venture, and also provide the additional capital for this purpose, the above stipulations would be in the context of the parent company.

- (ix) The Board of Directors shall have the powers for mergers and acquisitions, subject to the conditions that (a) it should be as per the growth plan and in the core area of functioning of the CPSE and (b) the Cabinet Committee on Economic Affairs (CCEA) would be kept informed in case of investments abroad. Further, the powers relating to Mergers and Acquisitions should be exercised in such a manner that it should not lead to any change in the public sector character of the concerned CPSEs.
- (x) CMD is empowered to approve business tours abroad of functional Directors upto 5 year duration (other than study tours, seminars, etc.) in emergency, under intimation to the Secretary of the administrative Ministry.
- (xi) Holding companies are empowered to transfer assets, float fresh equity and divest shareholding in subsidiaries subject to the condition that the delegation will only be in respect of subsidiaries set up by the holding company under the powers delegated to Navratna/Maharatna CPSEs and further to the proviso that:
  - a. the public sector character of the concerned CPSE (including subsidiary) would not be changed without prior approval of the Government , and
  - b. such Maharatna CPSEs will be required to seek Government approval before exiting from their subsidiaries.

# **SYSTEM OF LAUNCHING OF AND INVESTMENT IN NEW / EXPANSION PROJECTS**

**Sub: Revised System of Launching of and Investment in New / Expansion Power Projects.**

- 1.0 System for launching of and investment in New/ Expansion projects approved by Board of Directors in its meeting held on 27.10.1998 was circulated vide even no. dated 2<sup>nd</sup> April 1999. Subsequently, with Electricity Act 2003 coming into effect, the following clearances required for power projects, as per the Electricity Supply Act, 1948, are not required:
- a) Clearance from MOP under Section 18(A) of the E(S) Act, 1948.
  - b) Compliance of Section 29(2) of E(S) Act, 1948 regarding Notification of the Project.
  - c) CEA's Techno-Economic Clearance (TEC) for thermal power projects (still required for Hydro Power Projects)
- 2.0 Considering the above and other changes which have occurred in the interim, Revised System of Powers for Launching of and Investment in New/ Expansion power projects including key stages of approval was considered and approved by NTPC Board in its 281<sup>st</sup> meeting held on 27.10.2005. The Revised System of Launching of and investment in New/ Expansion projects is enclosed at Annexure-I for information and necessary action please. The broad allocation of responsibilities / association of various groups in line with revised stages of approval is enclosed at Annexure-II.

( N K Sharma)  
GENERAL MANAGER(I/C)-CP

**Annexure-I**

**REVISED SYSTEM OF LAUNCHING OF AND INVESTMENT IN NEW /  
EXPANSION PROJECTS UNDER NAVRATNA POWERS**

ITEM	REVISED SYSTEM/DELEGATION
<b>I. Preparation of Feasibility Reports/Detailed Project Reports including Studies &amp; Investigation for New/Expansion Projects</b>	
a) Monetary Limit	Rs.500 lakh for a project.
b) Scope	Expenditure towards Topographical Survey, Socio-economic Survey, Geo-technical Investigations, Detailed Environment Impact Assessment Studies, Hydrological Studies, Area Drainage Study, Seismic Study, Oceanographic Study, Model Studies, Preparation of FR/DPR and payment of fees/charges for statutory clearances etc. for New / Expansion of Projects etc.
c) Approving Authority	CMD – Upto Rs.500 lakh for a project.
<b>II. Feasibility Report / Detailed Project Report</b>	On current as well as estimated completion cost basis.  FR/DPR to be approved by the Project Sub-Committee of the Board comprising Chairman & Managing Director, Director(Finance), Director(Projects), Director(Operations), Director(Technical), Director (Commercial), Joint Secretary(Thermal) and One (1) Non-Official/Part-time Director as Members. The Chairman & Managing Director shall be the Chairman of the Project Sub-Committee. The quorum for the Sub-Committee shall be four (4) Members including one (1) Part-time Director.
<b>III. Advance Expenditure for Projects for which FR/DPR is approved by Project Sub-Committee</b>	
a) Monetary Limit	Rs. 15 Crore for a project.
b) Scope	Activities related to development of infrastructure (such as construction power, construction water, construction stores, construction office, approach road, site protection etc.), processing and service charges (advance payments) for land acquisition, Site establishment etc., including advance action for NIT for site development/infrastructure activities, even in cases where cost estimate is more than Rs.15 crore.
c) Pre-requisites	i) FR/DPR submitted to CEA, wherever applicable ii) FR/DPR approved by Project Sub-Committee of the Board. iii) Project identified in the Annual Plan.
d) Approving Authority	CMD
<b>IV Advance expenditure for Projects which have received TEC of CEA, wherever applicable / Appraisal by independent agency has been done in case of other Projects</b>	
a) Monetary Limit	Rs. 50 Crore (including the earlier expenditure) for a project.
b) Scope	Infrastructural development (Approach Road, Site Protection, Fencing/Boundary Wall, Drainage, Construction Water / Power / Stores / Office, Construction township and other enabling works etc.) including on land acquisition of priority land, site levelling, initial expenditure on R&R, Green Belt, Site establishment etc.
c) Pre-requisites	i) FR/DPR approved by Project Sub-Committee of the Board. ii) Techno-Economic Clearance from CEA, wherever applicable. For other projects, Appraisal by independent agency. iii) Necessary Budgetary Provision.
d) Approving Authority	CMD

ITEM	REVISED SYSTEM/DELEGATION
<b>V. Approval for Issue of NIT</b>	
Main Plant NIT	<p>CMD shall approve issue of NIT for various packages including Main Plant Package in case of New/Expansion Projects before Board's investment approval after FR/DPR is approved by Project Sub-Committee of the Board subject to following and relevant Govt. guidelines :</p> <ol style="list-style-type: none"> <li>1. FR approved by Project Sub-Committee of the Board.</li> <li>2. CEA's TE Clearance for the project is available, wherever applicable / Appraised by independent agency in case of other Projects</li> </ol>
<b>VI. Investment Approval</b>	
a) Monetary Limit	No Limit
b) Scope	New / Expansion Projects.
c) Pre-requisites	<p>Project Sub-Committee would consider various aspects of the proposal taking into account following pre-requisites of the Proposal. Proposals for investment approvals shall be put up to the Board with the views of the Project Sub-Committee on such proposals.</p> <p style="text-align: center;"><b>AVAILABILITY OF INPUTS</b></p> <ul style="list-style-type: none"> <li>➤ Land availability confirmation.</li> <li>➤ Water linkage from State Irrigation Dept. and Concurrence of CWC/MOWR, if it is inter-State jurisdiction.</li> <li>➤ Fuel linkage, wherever applicable</li> <li>➤ Signing of Fuel Supply Agreement, wherever applicable</li> </ul> <p><u>Availability of Clearances</u></p> <ul style="list-style-type: none"> <li>➤ SPCB clearance.</li> <li>➤ MOEF clearance</li> <li>➤ Forest clearance, if necessary</li> <li>➤ Civil Aviation Clearance, wherever applicable</li> <li>➤ Defence/Archaeological clearance, if necessary.</li> <li>➤ CEA's Techno-Economic Clearance, wherever applicable</li> </ul>
	<p>Others</p> <ul style="list-style-type: none"> <li>➤ PPA should have been signed</li> <li>➤ Satisfactory Financing Plan</li> <li>➤ Fuel Transportation clearance particularly where long distance transportation involved, wherever applicable</li> <li>➤ Associated Transmission System (ATS) – CEA's Techno-Economic Clearance, where necessary</li> <li>➤ Satisfactory Financial Appraisal of the project</li> <li>➤ No net budgetary support from GOI for the Project</li> </ul>
d) Approving Authority	Board



**ANNEXURE-II****KEY STAGES OF APPROVAL ENVISAGED IN THE SYSTEM AND BROAD  
ALLOCATION OF RESPONSIBILITIES / ASSOCIATION OF VARIOUS GROUPS**

Sl. No.	Stage of Approval	Available Power (Rupees Crores)	Approving Authority	Responsibility for obtaining approval	Association
1.	Preparation of FR / DPR including Studies & Investigations for New/Expansion Projects	5.00	CMD	Engg.	
2.	Feasibility Report / Detailed Project Report		Project Sub-Committee	Engg.	
3.	Advance Expenditure for Projects for which FR/DPR is approved by Project Sub-Committee	15.00	CMD	Engg	Site / Region
4.	Advance Expenditure for projects which have received TEC of CEA, wherever applicable / Appraisal by independent agency has been done in case of other projects	50.00 (incl. earlier expenditure)	CMD	Engg	Fin. / Site / Region
5.	Approval for issue of NIT		CMD	CC&M	Engg./ CMG
6.	Investment approval - Recommendation for investment approval - Investment Approval		Project Sub-Committee  Board	Engg.  Engg.	CP / Fin. / FMG / Comml. CP / Fin. / FMG / Comml.

**DELEGATION OF POWERS**  
**TO THE CHAIRMAN & MANAGING DIRECTOR**  
**AND**  
**THE SUB-COMMITTEE OF THE BOARD**  
**FOR**  
**CONTRACTS/PROJECTS**

**Delegation of Powers to the Chairman & Managing Director  
and the Sub-Committee of the Board for Contracts/Projects.**

The Board of Directors at their 362<sup>nd</sup> Meeting held on 31<sup>st</sup> January, 2011 has conferred revised powers to the Chairman & Managing Director and its Sub-Committee for Contracts/Projects. The Board has also delegated powers to the newly constituted Committee of Directors. Revised powers of the Chairman & Managing Director and the aforesaid Sub Committees of the Board are as under:

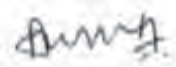
The Board resolved that in supersession of resolution passed by the Board of Directors in 199th meeting held on 27th January 1999 and subject to the observance of the provisions of the Companies Act, 1956 , Memorandum and Article of Association of the Company, relevant directives from the Central Government applicable to the Company, policies, rules, regulations and budgets as may be approved by the Board of Directors from time to time, 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 the matters as set out in Annexure-A , in respect of which prior approval of the Board of Directors will be necessary.

The Board further resolved that in special circumstances, where in the opinion of Chairman & Managing Director an immediate decision on any matter (even on items included in Annexure-A but excluding those items which are reserved for the decision of the President of India) is essential, he may within the ambit of operational necessity and efficiency or to meet an emergency take decision on behalf of the Board provided, however, that a report would be made to the Board soon after and its ex-post-facto approval be obtained.

The Board further resolved that the Chairman & Managing Director be and is hereby authorised to sub-delegate any or all the powers conferred upon him to full time Directors, Executive Directors, General Managers or other officers under him, subject to due control and responsibility being retained by him and further subject to such conditions, as may deem fit, consistent with the need of prompt, effective and efficient discharge of responsibilities entrusted to such a Director/officer and that the Chairman & Managing Director shall vary and/or annul from time to time any such delegation as he may deem necessary.

The Board further resolved that the Chairman & Managing Director be and is hereby delegated the full powers on behalf of NTPC to institute suits, prosecute cases, defend, compound, compromise or abandon legal proceedings or refer the claims for arbitration and sign vakalatnamas, plaints/ applications, written statements, pleadings and other documents and papers in connection with all cases or proceedings by or against the company or its employees or otherwise concerning the affairs of the company in any courts of Law and /or quasi-judicial authorities or before the taxation or any other Statutory Authorities and he is further authorised to sub-delegate these powers to Functional Directors or Executive Directors or General Managers or other Officers, and may execute a Special or General Power of Attorney under the common seal of the Company.

**Date : 22.2.11**

  
**(A K Rastogi)**  
**Company Secretary**

**Powers excluded/excepted from the Delegation of Powers to the Chairman & Managing Director, NTPC Limited**

The matters reserved for the decision of the President of India:

- (i) The Company's revenue budget in case there is an element of deficit which is proposed to be met by obtaining funds from the Government.
- (ii) Winding up of the Company.
- (iii) Sale, lease, disposal or otherwise of the whole or substantially the whole of the undertaking of the Company.
- (iv) The Annual and Five Years Plans for Development.
- (v) Any other matter which in the opinion of the Chairman & Managing Director be of such importance as to be reserved for the approval of the President.

In addition to the matters requiring the approval of the President of India as set forth in the Articles of Association of the Company and as mentioned hereinabove, the following will also require the sanctions/approval of the Board of Directors.

**I. Budget and Plans :**

- (a) Budget and plans for projects, operation and manpower including Corporate Plan.
- (b) The annual Budget estimates of the Company for capital and operational expenditure.

**II. Acquisition of Companies :**

Acquiring of shares, stocks or securities of any other Company or Undertaking other than in Government guaranteed securities and in Co-operative Societies duly registered.

**III. Capital Estimates :**

- (i) Any Feasibility Report/Scheme/ Estimate exceeding Rs150 crore for :
  - (a) Capital additions in any existing unit including additional facilities in Plant, Mines and Township which is not included in the Feasibility Report/Detailed Project Report or Revised Cost Estimate of the Unit, or
  - (b) Renovation and Modernisation of any unit or facilities in Plant, Mines, Township and Transmission System, or
  - (c) Establishment of any new unit conceived by the Company or Mega Projects undertaken as per the direction of the Govt. of India.
- (ii) Feasibility Reports/Schemes/Estimates exceeding Rs 150 crore shall be approved by a Project Sub-Committee constituted for the purpose from time to time, by the Board of Directors.
- (iii) a. Upward variations in Project cost in aggregate, which exceed 10% but are up to 20% of the originally approved cost estimates(after excluding increase within originally approved project time cycle due to change in statutory levies, exchange rate variations and price escalation) shall be approved by Project Sub-Committee of the Board of Directors.  
b. Upward variations in Project cost in aggregate, which exceed 20% of the originally approved cost estimates(after excluding increase within originally approved project time cycle due to change in statutory levies, exchange rate variations and price escalation) shall be submitted to Board of Directors for approval through Project Sub-Committee of the Board.

Note-Feasibility Report/ Investment Proposals exceeding Rs 25 crore need to be appraised by independent financial Institution.

#### IV. Capital Expenditure

Stages of Expenditure	For Thermal Projects	For Hydro Projects
(i) Any Capital Expenditure for Topographical Survey, Socio-economic Survey, Geo-technical investigations, Detailed Environment Impact Assessment Studies, Hydrological Studies, Area Drainage Study, Seismic Study, Oceanographical Study, Model Studies & any other study required for FR, Preparation of FR and payment of fees/charges for statutory clearances etc. and initial expenses for project establishment & service charges / fee payable to the State Govt. for land acquisition for New / Expansion of projects including Plants, Township and Transmission system. Such expenditure would ultimately form part of the total project cost.	exceeding Rs 10 crore in each case	exceeding Rs 20 crore in each case
(ii) Any capital expenditure, for activities related to development of infrastructure (such as fencing/ boundary wall, drainage, construction water/ power/ stores/ office, approach road, site protection etc.), construction township and other enabling works, site levelling, Green belt, Site establishment etc.  Such expenditure would ultimately form part of the total project cost.	Exceeding Rs 100 Crore in each case (including expenditure under item (i) above) after Feasibility Report has been approved by the Projects Sub-Committee.	Exceeding Rs 100 crore in each case (including expenditure under item (i) above) after Detailed Project Report has been cleared by the CEA

- (iii) Any capital expenditure above Rs 25 crore including additions, alterations, modifications to or replacement of an existing asset, or other items which have not been specifically included in the approved capital budget for the year.
- (iv) Capital expenditure towards land acquisition including payment of R&R compensation exceeding Rs 150 crore as per the demand letter issued by the Central/ State Government authorities in case of new projects pending investment approval. In all cases, payment towards land acquisition shall be made subject to in-principle land and water commitment from the State Govt. and release of land boundaries drawings as per general layout plan, irrespective of approving authority.

#### V. Procurement

- (i) Award of a works contract or purchase contract or incurring of any commitment of a value exceeding Rs 150 crore, forming a component of the Project Report already sanctioned or where investment decision has been taken by the Board.

- (ii) Award of works contracts or purchase contracts or incurring of commitments referred to above exceeding Rs 150 crore but not exceeding Rs 250 crore, shall be approved by a Committee of Directors comprising all functional directors including CMD. CMD, Director (Finance), Director (Technical) and Director(Projects)/ Director(Operations), as the case may be shall constitute quorum for meeting of the Committee.
- (iii) Award of works contracts or purchase contracts or incurring of commitments referred to above exceeding Rs 250 crore, but not exceeding Rs 500 crore, shall be approved by a sub-committee constituted for the purpose from time to time, by the Board of Directors.
- (iv) Award of Consultancy assignments including foreign consultancy assignments, exceeding Rs 5 crore. Award of Consultancy assignments beyond Rs 5 crore shall be approved by the sub-committee referred to in (iii) above.
- (v) Appointment of Sponsor/Agents for Overseas Consultancy Assignments involving sponsorship/agency commission exceeding Rs 5 crore. Appointment of Sponsor/Agents for Overseas Consultancy Assignments involving sponsorship/agency commission exceeding Rs 5 crore shall be approved by the sub-committee referred to in (iii) above.
- (vi) For contracts having value beyond the delegated authority of the Chairman & Managing Director, any deviation/alteration from the terms of a contract having aggregate price implication exceeding Rs 150 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract.
- (vii) Agreement involving foreign collaboration proposed to be entered into by the Company, irrespective of the consideration involved.

## **VI. Personnel**

- (i) Framing of Policies, Rules and Regulation related to compensation benefits as per applicable Govt. guidelines and orders from time to time, recruitment, promotion, Service and CDA Rules or changes therein. This excludes those involving expenditure or concessions to the extent of Rs. 5 Crore in a year and those which are routine, procedural or statutory in nature. **(Modified through Office Order No.324/2014)**
- (ii) Creation/Abolition of and appointment to the posts at the level of Executive Director (presently in the scale of Rs. 11500-100-13500) or equivalent and above.
- (iii) Formulation of and any changes in wage structure and scales of pay of employees of the Company.

## **VII. Power to Borrow**

To borrow money for the purposes other than the working capital requirement on the hypothecation of the Company's current assets. (Borrowing powers for working capital requirement will be exercised by the Chairman & Managing Director subject to the guidelines and policies laid down by the Board).

## **VIII. Write Off**

- (i) To write off any items of stores, equipment, tools, plant and materials resulting in a net loss of more than Rs. 10 lakh in each case.
- (ii) To write off any shortages in raw-materials (including fuel), exceeding such limits as may be prescribed by the Board.
- (iii) To write off shortages of Cash exceeding Rs. 50,000 in each case.
- ~~(iv) To write off demurrage/wharfage/port charges, etc. exceeding Rs 50 lakh in a year for each Project/Station. **(Deleted Through Office Order No.321/2014)**~~
- (iv) to write off outstanding debit balance appearing in the account of employees /contractors / suppliers exceeding Rs 10 lakh.

## **IX General**

- (i) Grant of compensation to other than Company employees arising from any cause, above Rs 20 lakh per head in each case. **(Modified through Office Order No.372/2017)**
- (ii) Sale or alienation in any form of any immovable property vested in the Company.
- (iii) Any grant or donation or ex-gratia payments, not arising from recognised rules relating to amenities and welfare over Rs 5,00,000 in each case.
- (iv) Settlement of claims against the Company from any cause not provided for in any other items mentioned above exceeding Rs 10,00,000 in each case, subject to the same being outside contractual/legal recourse.
- (v) Policy for allotment of land to outside parties.
- (vi) Any expenditure on an object which has not been recognised as an object fit for expenditure by the Company.

**(Authority: Resolution No. 362.2.12 of the 362<sup>nd</sup> Meeting of the Board of Directors held on 31.1.2011).**

**DELEGATION OF POWERS TO  
INVESTMENT /CONTRIBUTION  
SUB-COMMITTEE OF THE BOARD**



## **DELEGATION OF POWERS BY THE BOARD OF DIRECTORS TO THE INVESTMENT /CONTRIBUTION SUB-COMMITTEE AND THE CHAIRMAN & MANAGING DIRECTOR**

The Board of Directors has delegated the following powers to the Investment/Contribution Sub-Committee and the Chairman & Managing Director in its 134<sup>th</sup> Meeting held on 31.05.93 as amended from time to time upto 237<sup>th</sup> Meeting held on 27.08.02 :

1. Deployment of surplus funds in nationalised Banks/Govt. Securities as per Govt. guidelines issued from time to time.
2. Contribution between Rs. 5 lakh to Rs. 20 lakh in each case subject to maximum limit of Rs. 1 crore in a year. Contribution upto Rs. 5 lakh in each case can be approved by the Chairman & Managing Director.
3. Acceptance of Bonds from SEBs in lieu of settled dues with an overall ceiling of Rs. 5000 Crore and further Rs. 20,000 crore for acceptance of Bonds to be issued by State Govts. under one-time Settlement Scheme and deciding terms and conditions thereof.
4. Proposal for settlement of dues including remission of surcharge, if any, can be approved by the Chairman & Managing Director.

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## **PROCUREMENT AND WORK POLICY**

**As Modified vide office order no. 208/01 dated 13.12.2001 , office order 265/2007, office order 347/2016 dated 3.2.2016 and office order 362/2017 dated 21.6.2017**

## **PROCUREMENT AND WORKS POLICY**

### **I. Introduction**

This policy paper lays down the broad guidelines to be followed in the acquisition of equipment, materials and services for the Organisation. The policy has been formulated to permit centralised policy making and decentralised execution and administration with a view to achieving the organisational goals in the most efficient, and effective manner.

### **II. Objective**

The objective of this policy note as part of the Materials and works Management Functions in the organisation is to make available, the needed equipment, material, works and services in the right quality and quantity, at the right time and at the right price after giving fair and equal chance to tenderers, subject to the policy guidelines laid down herein, so as to obtain the optimum value for each unit of expenditure.

#### **A. PROCUREMENT POLICY**

##### **1.1 Contract Services and Materials Management Services.**

Procurement activities to be undertaken by NTPC are to satisfy varying project requirement of equipment, materials and services. Any procurement requiring adherence to the IDA procurement procedures, long equipment delivery periods, intense engineering co-ordination or specialised engineering knowledge during procurement, etc. would be classified as category 'A' contracts. All other procurement contracts pertaining to a project will be classified as category 'B' contracts. The responsibility for category 'A' contracts for all the projects and related to pre-tender planning, registration of contractors, award of contracts, monitoring and post-contract follow-up till the delivery of equipment from the supplier's works will be that of the Central Contract Services in the Technical Services Division. The receipt and erection of the plant and machinery including the storage of 'A' Category items whenever to be done by NTPC and the co-ordination in all commercial and other matters thereafter, procurement of construction equipment and execution of civil works shall be the responsibility of the Project Management. For this, a separate detailed system for co-ordination also identifying the division of responsibility between the departments shall be developed by the Project Management. The entire responsibility for all contract activities related to category 'B' contracts will be that of Materials Management Services under the General Managers of the projects. For this purpose, the contracts falling under category 'A' will be identified and listed in respect of each project and all other contracts will be deemed to fall under category 'B'. Though the areas and functional responsibility for the two Responsibility Centres for procurement will be defined for each project, there shall be close co-ordination in the planning of procurement activities between the projects Materials Management Service and the Central Contract Services.

##### **1.2 Procurement action will be initiated on the basis of approved indents/requisitions indicating budget and project estimate provisions.**

##### **1.3 The Contract Services/Materials Management Services will receive the requisition/indents for the procurement of materials/equipment/services duly approved by the competent authority, keep themselves informed concerning sources of supply, prices/rates, freight, taxes, lead time, etc. and plan and organise procurement action, maintain a keen follow-up and organise quality control till the order is executed and also arrange systematic co-ordination by means of proper contract administration.**

##### **1.4 The Central Contract Services will be oriented and guided by the important factor that project schedule is to be strictly adhered to. Accordingly, each contract will incorporate as a part of the contract, a detailed network for design, manufacturing and erection/construction cycle, these networks and schedules will be developed by the respective contractors as a necessary requirement of each contract and mutually agreed before the award of the Contract.**

##### **1.5 The continuous monitoring of these agreed schedules for design and manufacturing will also call for expertise in the Central Contract Services for**

expediting at manufacturers works. For efficient rendering of this service to the Projects, Central Contract Services will develop a reporting system to keep General Managers of the Projects informed of the progress. Timely execution of the Projects will be the overall responsibility of General Managers of the Projects. For monitoring of schedules of construction/erection, the Project Management would develop their own systems and procedures for setting and reviewing short time-monthly, weekly and daily – physical targets jointly with the construction/erection agency.

- 1.6 The Central Contract Services will also have a quality assurance (Q.A.) group to ensure that proper quality is built into the materials, machinery and services made available to the Site. This group will make sure that the quality requirements are identified in the procurement specifications. This group will be constantly working on the development of systematic steps to be followed during all phases of the procurement activities. This Q.A. Group will also technically guide and control the specialised field Q.A. activities under the Project Management. A detailed system and procedure for Q.A. activities under the General Manager will be evolved separately.
- 1.7 Inspection at manufacturer's works for all category 'A' contracts will also form an integral part of the responsibilities of Central Contract Services, without which no quality standard can be enforced. It is however envisaged that inspection at the site for all contracts and at manufacturer's works for category 'B' contracts will remain the responsibility of the General Managers of the Projects.
- 1.8 In respect of contracts where installation and erection is vital for the total completion of the job and problems of co-ordination arise, it shall be the general policy to award supply-cum-erection contracts so that single source responsibility is defined clearly and project schedules are adhered to.

## 2. Procurement through Tenders

### 2.1 Open Tender

- 2.1.1 Attention of all known, reliable and proven sources of supply of particular equipment/material/services will be drawn to the requirements of NTPC and allowed to quote. For the above purpose, advertisements in two or more leading newspapers of all-India repute in addition to one or two local newspapers of the area, where the work is to be executed or supplies made, may be issued.
- 2.1.2 Qualification requirements could also be specified in the tender advertisement where considered necessary, so that only reliable parties are invited to quote. In such cases, the tender evaluation will take into consideration that the qualification requirements specified in the advertisement have been fulfilled by the tenderers.
- 2.1.3 In cases where all possible sources for a particular requirement are known, addressing to these parties in lieu of the publication in newspapers will serve the purpose.

### 2.2 Limited Tender

- 2.2.1 Limited tender shall be invited, only for items with estimated values not exceeding the ceiling limit as mentioned in DOP from all the parties in the approved list of vendors / contractors. In cases where limited tender enquiries are sent to all parties in the approved list of vendors / contractors, for the purposes of application of DOP, the powers as applicable for Open Tender shall apply to such cases. Subject to para 9.1 of the policy, the case of acceptance of single response to the limited tender will be treated as a single tender for the purpose of delegation of powers. In exceptional cases, where the enquiry is not sent to all the approved vendors, the reasons for omitting

certain vendors shall be recorded in writing while seeking approval for calling of tenders from Competent Authority. In such cases the powers in DOP, as applicable for Limited Tender, shall apply. Limited Tender Enquiry shall generally be invited from not less than four (4) parties amongst the list of approved vendors / contractors, except in exceptional circumstances where the number of approved vendors is less than four (4).

- 2.2.2 If for reasons of urgency or any other valid reason, limited tender is to be resorted to in preference to the open tender system, for package value exceeding the ceiling limit for LTE as mentioned in DOP the reasons therefor will be recorded in writing and approval of the competent authority obtained.
  - 2.2.3 In the case of equipment/material/services which are of major value (i.e. where annual consumption is more than Rs.5 lakh per item) and are important on account of critical nature, engineering expertise and require long delivery time etc., a prequalification procedure, in order to avoid frivolous tenders, can be adopted for selecting the reliable parties to whom the tender enquiries may be floated. This will be done once in about three years by advertisement in two or more leading newspapers of all India repute, in addition to local newspapers of the area where the work is to be executed or supplies are to be made. The criteria for pre-qualification will inter alia consist of past performance, financial soundness, technical competence, organisational capability etc., commensurate with the requirements. A screening committee consisting of representatives from Engineering / Indentor, Contracts, Finance and QA/ FES department shall be constituted for this purpose which will analyse and evaluate the responses to these advertisements and prepare a category list of the qualified contractors based on the qualification criteria, which shall be valid for about three years from the date of its preparation.
  - 2.2.4 In the case of equipment/material/services with value less than Rs.5 Lakh annual consumption per item, lists of approved vendors shall be maintained on the basis of data available in Trade Journals, Manufacturer's directories or approved vendors list of State Government/ Central Government/ Central PSEs/ DGS & D and vendors to whom enquiries were floated in the past. These lists will be prepared and updated by a screening committee consisting of representatives from Engineering / Indentor, Contracts, Finance and QA/ FES department. and necessary changes therein will be made on the basis of vendor's performance and location of new sources etc. A general advertisement may also be issued if considered necessary by the General Manager in papers of all India repute, including local papers in which the Project is situated for obtaining the requisite vendor's data. These lists will be subject to the approval of the Competent Authority.
  - 2.2.5 In case where the list of approved vendors is not available (viz. where the item / service is not required to be procured frequently or the requirement is one time etc.), the indenting department shall provide a list of prospective bidders in the field. The list shall be reviewed by a Committee comprising representatives from Indenting, C&M, QA/ FES and Finance Departments. Based on the approval of recommendations of the Committee, the list of approved bidders shall be used for the purposes of calling of Limited tenders.
  - 2.2.6 The Competent Authority for according approval of the list of approved parties under 2.2.3 and 2.2.4 above shall be ED(CC&M) at Corporate Centre, ED (Region) at Region and GM or Head of Project/ Station/Unit. The list of approved parties under para 2.2.5 above shall, however, be approved at one level higher than the award approving authority for the procurement as per DOP. In case the award approving authority is higher than GM level, the approval of the list of approved parties shall be accorded by ED(CC&M) / ED (Region), as applicable.
  - 2.3.1 Purchase of canalised items made from Public Sector Undertakings as per Government directives, will not be treated as single tender.
3. Period allowed for Quotation
- Adequate notice will be given to the possible tenderers, which will not be less than fifteen days. The notice period could be reduced in suitable cases on grounds of

- urgency. Further, for limited tender confined to local suppliers, or single tender, the period could be reduced but so fixed as to be consistent with the suppliers ability to quote from the point of view of time.
- 4(A) The earnest money deposit as may be decided may be paid in any one of the following forms, to ensure that the tenderer enters into a contract after the same has been awarded to him.
- Call deposit receipt duly pledged in favour of NTPC or pay order or demand draft.
  - Post-office/National Savings/National Defence Deposit Certificates duly endorsed in favour of NTPC.
  - Bank guarantee from a nationalised bank-irrevocable and operative till the validity of the offer.
  - Fixed deposit receipt issued by nationalised Banks endorsed in favour of NTPC.
  - Cheque in favour of NTPC duly certified by the Bank on whom it is drawn.
  - E-Payment by Credit Card/Debit card/Net Banking etc. or any other mode as deemed appropriate. **(Inserted through Office Order No 347/2016 dated 3.2.2016)**
- 4(B) The suppliers may also avail of the scheme of lumpsum deposit which will be treated as a standing deposit or earnest money for participation in bidding. Such deposit will not entitle the supplier to any interest thereon. It will be open to suppliers who have not registered themselves to participate after remitting earnest money as may be stipulated in each tender invitation.
- 4(C) The earnest money will be liable to be forfeited on revocation of tender before validity of the quotation expires or on refusal to enter into a contract after the award is made to the tenderer.
- 4(D) Earnest money given by unsuccessful tenderers will be refunded expeditiously after the award of the contracts.
5. Running and Rate Contracts
- Where it is advantageous to have the supply of goods at a steady pace/at a fixed rate over a period of time, time bound running/rate contracts may be entered into, after following the procedure of invitation of tenders either on open or limited tender basis. The rate contracts entered into by DGS&D also, if advantageous, may be made use of for placing orders at the rates fixed thereunder.
- 5.1 There is no bar to placing of orders outside the rate/running contracts on the basis of open/limited tender, if that is regarded as advantageous.
6. Sundry Requirements
- In case of necessity, when procurement action has to be made for small items/urgently, procurement may be made by the respective departments themselves for estimated value upto a ceiling limit of Rs. 10,000/- (Rs. 25,000/- in case of purchases from Public Sector/NTPC Co-operatives). For items exceeding value of Rs. 10,000/- but up to Rs. 25,000/- (in case of Public Sector/NTPC Co-operatives items value exceeding Rs. 25,000/- but up to Rs. 50,000/-) procurement may be made by a team consisting of indenting and materials representatives. However, beyond Rs. 25,000/- (beyond Rs. 50,000/- in case of Public Sector/NTPC Co-operatives) procurement shall be made by a purchase Committee consisting of representative from Contracts/Materials, Finance and Indenting Department. Quotations may be obtained and orders placed on the spot either on the basis of cash payment or by a letter order and cheque payment.
- Note : The figures shall be as mentioned in DOP .
7. Repeat Orders
- Repeat orders are normally to be avoided. However, repeat orders may be placed against previous orders placed on open or limited tender basis, without further going through the normal procedures, subject to the following :
- The date of repeat order will not be more than 3 months after the completion of the earlier order.

- (b) Value of repeat order should not be more than the %age limit and value as mentioned in DOP.
- (c) A reasonable assessment by the Contract Services/Materials Management that there has been no downward trend in prices.
- (d) The prices against earlier order were not escalated to compensate for earlier deliveries.

**Note :** No repeat order ordinarily will be placed against previous order placed on single tender basis.

8.1 Tender Committee

8.1.1 In order to obviate delays in inter-departmental notings and cross references, a Tender Committee of officers representing Indenting Contract Services/Materials Management Services and Finance Departments will be constituted at a level appropriate to the value of each procurement, as may be determined for the purpose. The Committee will record in writing its recommendations in the matter.

8.1.2 If the recommendations of the Tender Committee are not acceptable to the competent authority, the reasons for non-acceptance shall be fully recorded.

8.1.3 Negotiations, if necessary, may be recommended by the Tender Committee and conducted with the approval of the competent authority.

9. Retendering

If there has not been adequate response to an open tender or if the prices quoted are substantially higher than the estimated prices and negotiation with the tenderers has not met with any positive response, a decision may be taken either to accept the tender or to re-tender.

9.1 In case of a single response against limited tender, or in case a ring is suspected, retendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/negotiated, but the reasons therefor will be recorded in writing and submitted to the competent authority.

10. Emergent Procurement

In a planned procurement system, there is normally no occasion to take recourse to emergency purchases except in urgent and unforeseen circumstances. Since such procurement is normally made on single tender basis, it will be done only with the approval of the competent authority. A monthly report of such cases will be submitted to the Chairman & Managing Director through Director(Finance). If such purchases exceed a value of Rs. 5,00,000/- in each case, Board of Directors will be apprised of the same.

11. Tender opening and late Tenders

11.1.1 Tenders will be opened at the time indicated in the invitation to tender, in the presence of the representatives of the tenderers, if they present themselves and a representative of Finance. When the tenders are opened, the names of all present tenderers would be read out for the benefit of the tenderers present and where feasible the rates tendered will also be read out. Any omission or irregularity such as absence of signature of a tenderer, absence of earnest money deposit, references etc. may be pointed out on the spot for the information of representatives of the tenderers.

Alterations and erasures, if any, will be initialled by all officials at the time of opening. The quotations of each page of each tender should be encircled and also attested by the officials in token of authenticity.

11.1.2 Offer by telex/telegram may also be considered subject to the following :-

- (a) The offer is received in time before the tender opening;
- (b) The offer indicates basic or essential features of the tender;
- (c) It is followed by a letter offer, which has been posted at least a day before the date of opening of tender and has been received within a reasonable time;
- (d) The letter offer fully conforms in all respects to the offer by telex/telegram;
- (e) The consideration of the offer does not result in any unfair advantage over other tenders.

11.1.3 Normally delayed/late tenders will be rejected outright. However, late tenders may also be considered with specific approval of the competent authority in specific circumstances indicated below :

- (a) Scarcity conditions as reflected by lack of adequate response;
- (b) Lowest acceptable tender is unreasonably high when compared with the last procurement rate;
- (c) Artificial manipulation of rates by formation of a ring;
- (d) Offer by all tenderers of the products of only one manufacturer; and
- (e) Where substantial saving in foreign exchange is possible in each case.

**NOTE :** In respect of I.D.A. financed goods, the policy outlined above shall not apply.

12. Purchase Preference for Public Sector

Preference to Public Sector will be as directed by the Government from time to time. In the field of construction and design works, greater use should be made of the facilities and capacities developed by Public Sector Organisations.

13. Price Escalation

Procurement will normally be based on firm prices, excepting where material costs are likely to be dependent upon statutory variations or are liable to wide fluctuations as in the case of non-ferrous metals. Where escalations are accepted, the base price levels, variation factors to be applied and indices or documents to be produced to substantiate and determine such escalation, should be precisely stipulated in the purchase order.

14. Penalty/Liquidated Damages and Arbitration

The order placed may provide for a penalty/liquidated damages clause and also clause for arbitration governed by Arbitration & Conciliation Act, 1996. The order may also provide, as may be necessary for performance guarantee, etc.

**B. WORKS POLICY**

**1. Works Contract**

Works such as acquisition of land/buildings, construction of buildings, their maintenance and repairs, development of land, structural and mechanical, fabrication, electrical installation, plant and equipment completely installed (composite contracts) and all such works which are other than supply contracts may be regarded as works contracts.

2. The commencement of a work or the incurrance of any liability thereon shall be authorised by the competent authority. Ordinarily, no works may be commenced and no expenditure incurred on work until an estimate for it has been approved. This provision shall not, however, apply to minor works estimated to cost less than Rs. 5000/- each. Works can, however, be started on an Urgency Certificate when such works are urgently necessary to safeguard safety of plant and machinery or other assets or in an emergency arising out of unforeseen conditions. The Urgency Certificate shall be approved by the General Manager. In such cases also, estimates should be prepared thereafter as early as practicable to regularise the expenditure.

**3. Contract for Works**

Works can be carried out departmentally or by contract as may be considered advantageous. Most of the civil engineering contracts shall be awarded by the General Manager (Projects) except those which are classified as category 'A' contracts for the particular project which will be processed by the Central Contract Services of Technical Services Division. The efficient execution of these contracts shall, however, be the responsibility of the General Manager (Projects). In awarding the works contract the general policy applicable to supply contracts vide Procurement Policy will be followed and the paras under the Works Policy will be supplemental to those. However, in regard to earnest money deposit, the provision indicated in para 4 below will apply.



#### 4. Earnest Money

Earnest money at the rate of 2% of the estimate cost subject to a maximum of Rs. 50,000 should be paid by each tenderer to ensure that the tenderer executes the works after the same has been awarded to him. Earnest money may not be insisted upon in the case of Public Sector Undertakings. The standing earnest money deposit scheme vide para 4(B) of Procurement Policy will also be applicable to works contracts.

##### 4.1. The earnest money shall be forfeited :

- (a) On revocation of the tender, or increase in rates after opening of the tender but before the validity of the quotation expires.
- (b) On refusal to enter into a contract after the award of contract.
- (c) If the work is not commenced after the work is awarded to a contractor.

##### 4.2. Earnest money given by unsuccessful tenderers will be refunded expeditiously after the award of the contract.

#### 5. Security Deposit

Security Deposit will be collected from the successful tenderer at the rates mentioned below . This may be recovered by deduction through running bills of the contractors and also by treating the earnest money paid at the time of tender as part of the security deposit

(a)	Works costing upto Rs. 1 lakh	10% of the total cost
(b)	Works costing over Rs. 1 lakh but not exceeding Rs. 2 lakh	10% on the first Rs. 1 lakh and 7½ % on the balance
(c)	Works costing over Rs. 2 lakh but not exceeding Rs. 20 lakh.	10% on the first Rs. 1 lakh. 7½ % on the next Rs. 1 lakh and 5% on the balance.
(d)	Works costing over Rs. 20 lakh but not exceeding Rs. 50 lakh.	5% of the total cost subject to a minimum of Rs. 1,07,500
(e)	Works costing over Rs. 50 lakh but not exceeding Rs. 100 lakh.	4% of the total cost subject to a minimum of Rs. 2,50,000/-
(f)	Works costing over Rs. 100 lakh but not exceeding Rs. 250 lakh	3% of the total cost subject to a minimum of Rs. 4,00,000/-
(g)	Works costing over Rs. 250 lakh but not exceeding Rs. 500 lakh.	2% of the total cost subject to a minimum of Rs. 7,50,000/-
(h)	Works costing over Rs. 500 lakh.	1% of the total cost subject to a minimum of Rs. 10 lakh.

##### 5.1. Security Deposit shall not be refunded except in accordance with the terms of security bond or agreement.

Note : Earnest money deposit/security deposit may be paid in any one of the forms indicated in para 4-A of the Procurement Policy

#### C. General

- 1.1. The procurement of I.D.A financed goods will be in accordance with IDA guidelines and IDA Project Agreement with NTPC.
- 1.2 The procurement of imported equipment, if any, will be governed by the existing foreign exchange regulations and import policy.

#### D. Delegation of Powers

To facilitate the implementation of the Procurement and Works Policy, as outlined in the paper, the Chairman and Managing Director is delegating powers to General Managers and other levels of executives. The exercise of the powers delegated will be subject to availability of provisions in the approved Budget, policies laid down and the management reports prescribed, from time to time.

## **E. Procurement at Government e-Marketplace (GeM)**

### **(Inserted through Office Order No 362/2017 dated 21.6.2017)**

Government e-marketplace (GeM) portal can also be utilized for procurement of Goods or Services listed there except those goods and services for which enlistment has been done at NTPC as under:-

(i) Direct procurement can be made through any of the available suppliers on the GeM meeting the requisite quality, specification and delivery period up to value specified in the DOP.

(ii) Procurement can be made through tools for online bidding and/or online reverse auction available on GeM, for values specified in the DOP. Procurement is to be done from the lowest technically acceptable seller.

(iii) The direct procurement and invitation for the online e- bidding/reverse auction will be as per terms and conditions of GeM.

(iv) The monetary ceilings are for single product and applicable only for purchases made through GeM.

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F. No. 18(6)/2016-MGMT  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated the 10<sup>th</sup> August, 2016

**OFFICE MEMORANDUM**

Subject: Exercise of delegated power relating the establishing financial joint ventures and wholly owned subsidiaries by the Boards of Maharatna, Navratna and Miniratna Central Public Sector Enterprises (CPSEs)

The undersigned is directed to state that the Government had delegated powers to establish financial joint ventures and wholly owned subsidiaries to the Boards of Maharatna, Navratna and Miniratna Central Public Sector Enterprises (CPSEs).

2. This matter has been examined by the Government in the context of proliferation of such companies under the above empowerment and also the fact that the investments being made by Maharatna, Navratna and Miniratna CPSEs for setting up such joint ventures and subsidiaries is public investment. It is desirable that such deployment of public funds is made after due scrutiny and adequate justification to ensure that the decision for investment to set up such joint ventures or subsidiary entities is in sync with the policy considerations and strategic needs of the Government and in conformity with the norms of fiscal prudence.

3. Hence, it has been decided that henceforth the delegated powers to establish financial joint ventures and subsidiary entities would be exercised by the Boards of Maharatna, Navratna and Miniratna CPSEs in the manner stated below.

- (i) The proposals for establishing financial joint ventures and subsidiary entities will be presented to the Board of the concerned CPSE.
- (ii) The concerned administrative Ministry/Department will obtain the concurrence of NITI Aayog for such proposals on a case-to-case basis and firm up its views on the proposals as the stakeholder for the Board's deliberations through its representative on the Board for appropriate decision.

4. The Government Director(s) will ensure that the views of the Government, being the majority shareholder, on such proposals are properly presented before the Board while a decision on such proposals is being taken. The decision for investment to set up financial joint ventures and subsidiary entities should only be taken by the Board when Government Director(s) are present in the Board meeting.

5. All administrative Ministries/Departments are requested to take note of the above decision and bring the same to the notice of Maharatna, Navratna and Miniratna CPSEs under their respective administrative jurisdiction for information and immediate compliance.

6. This has the approval of Minister of Heavy Industries & Public Enterprises.

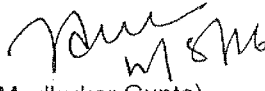
Sd/-  
(Madhukar Gupta)  
Additional Secretary  
Tel: 2436-0204

To Secretaries of all administrative Ministries/Departments

...../-

Copy to :-

- (i) NITI Aayog (Shri Amitabh Kant, Chief Executive Officer), Sansad Marg, New Delhi.
- (ii) Prime Minister's Office (Shri Tarun Bajaj, Joint Secretary), South Block, New Delhi.
- (iii) Cabinet Secretariat (Shri Tuhin Kanta Pandey, Joint Secretary), Rashtrapati Bhavan, New Delhi.
- (iv) Secretary, Department of Expenditure, North Block, New Delhi (for information and with a request to circulate this OM for information of Financial Advisors of all Ministries/Departments)
- (v) Secretary, Department of Investment & Public Asset Management, 4<sup>th</sup> Floor, Block No. 14, CGO Complex, Lodi Road, New Delhi.
- (vi) PS to Minister (HI & PE)
- (vii) PS to Minister of State (HI & PE)
- (viii) PS to AS & FA (HI & PE)
- (ix) Prime Minister's Office (Shri Brijesh Pande, Deputy Secretary), South Block, New Delhi w.r.t. PMO ID No. 340/31/C/13/2016-ES.I dated 4<sup>th</sup> July, 2016
- (x) NITI Aayog (Shri Dhiraj Nayyar, Office on Special Duty), Sansad Marg, New Delhi w.r.t. O.M. No. 13(39)/2016-I&M(I) dated 28<sup>th</sup> July, 2016

  
(Madhukar Gupta)  
Additional Secretary  
Tel: 2436-0204

## CONCEPT, INTENT AND PURPOSE OF DELEGATION

The Delegation of Powers has been drawn up keeping in view the following criteria:

- (i). The delegation shall effectively contribute to the smooth, expeditious and efficient realisation of Corporation's laid down goals and targets, within policy framework set for itself.
- (ii) The delegation shall effectively utilise the organisational structure for realisation of the purpose set out in (i) above.
- (iii) The delegation shall be commensurate with the responsibilities and the status of the Executives to whom the delegation has been accorded.
- (iv) The delegates shall be accountable for their decisions under the delegation.
- (v) The delegation shall be subject to such controls/instructions as are conveyed from time to time to the delegates in general or in particular.
- (vi) As the delegation is meant for smooth execution of the work, and expeditious realisation of Corporate goals, any constraint or impediment in this direction shall promptly be brought up by the concerned and reviewed by the Competent Authority to remedy the same.
- (vii) Any interpretation placed on the delegation shall take into account the intent, purpose and concept behind the delegation, viz. to execute the work in a manner which is smooth (i.e. not causing any disturbance or dislocation in the course of execution), effective (i.e. cost effective, being the best possible alternative at least possible cost) and expeditious (i.e. ensure timely and quickest possible realisation of objective without any hindrance or impediment.)
- (viii) The delegation is also based on the concept of centralised policy making and decentralised execution.
- (ix) In respect of powers delegated upto the level of ED and in matters of extreme urgency, i.e. when in the absence of decision/sanction/approval, the Company is likely to be put to a loss of revenue, disadvantage, embarrassment, increase in expenditure directly or indirectly and the concerned authority is not available to accord approval, the next lower level authority may exercise the power after recording the fact of urgency and of the non-availability of the higher authority. The decision/sanction/approval shall however, be shown promptly to the concerned higher official for post-facto approval. This shall not however apply to modification in terms of payment and payment to contractors.
- (x) The financial powers shall always be exercised with due observance of canons of financial propriety, which are enumerated separately. Care may be taken to ensure that awards are not split only for the purpose of bringing the same within the powers of a particular Executive.

## **Canons of Financial Propriety**

- (i) Expenditure should not prima facie be more than the occasion demands.
- (ii) Every employee should exercise the same vigilance in respect of expenditure incurred from Public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (iii) No authority should exercise powers of sanctioning expenditure to pass an order which will directly or indirectly be to its own advantage.
- (iv) Public moneys should not be utilised for the benefit of a particular person or section of the community, unless
  - (a) Amount of expenditure is insignificant.
  - (b) A claim for the amount would be enforced in a Court of Law.
  - (c) Expenditure is in pursuance of a recognised custom or policy.
- (v) Amount of allowances , such as travelling allowances granted to meet expenditure of a particular type should be so regulated that allowances are not, on the whole, source of profit to the receipient.

## **Section-I**

### **DELEGATION OF POWERS APPLICABLE TO PRE-INVESTMENT ACTIVITIES FOR SETTING UP NEW/EXPANSION PROJECTS AND CONSTRUCTION STAGE OF APPROVED PROJECTS/SCHEMES**

While implementing the DOP, the user should refer to the "Remarks" appearing at the end of the item as well as to the "General Notes" appearing at the end of this Section.

**Delegation of Powers applicable to Pre-investment Activities for New/Expansion Projects and construction stage of approved Projects/Schemes**

Sl. No.	Nature of Power	ED	GM
1(a)	Technical and Administrative approval of cost estimates of Topographical Survey, Socio Economic Survey, Geo-Technical Investigations, Detailed Environment Impact Assessment Studies, Hydrological Studies, Area Drainage Study, Seismic Study, Oceanographic Study, Railway Siding Study, Water Drawal Study, Geological Mapping, Model Studies for preparation of FR etc. and payment of fees/charges for statutory clearances etc. and initial expenses for project establishment & service charges / fee payable to the State Govt. for land acquisition for New / Expansion of projects including Plants, Township and Transmission system, initial R&R.	Upto Rs.5 crore for each thermal project and Rs.10 crore for each hydro project	–

**(Modified through Office Order No.303/2011)**

**Remarks:**

This power shall be exercised by ED (Engg.)/ ED (Hydro Engg.) as the case may be for thermal/ hydro projects. Regional EDs shall exercise these powers for the studies / investigation assigned to the Regions by D (T). Further, the exercise of this power shall be in consultation with Finance and shall be subject to the following conditions:

- In principle clearance has been obtained from CMD for incurring advance expenditure upto Rs. 10 crore for the concerned new/expansion of thermal project and Rs. 20 crore in case of Hydro Project.
- Necessary provision has been made in approved budget.
- Expenditure is incurred within overall ceiling of Rs. 10 crore for thermal Projects and Rs.20 crore for hydro Projects (i.e. CMD's Powers for such expenses) for a particular Project.
- For studies/investigation to be undertaken by Region/Site, Corporate Engineering shall provide necessary inputs (i.e., Specifications/Terms of Reference) wherever required.
- Director (Technical) shall have full powers upto the advance expenditures sanctioned by CMD including approvals at lower levels and to interchange the budgetary allocation within the overall limit approved by CMD. This power shall be exercised in consultation with Finance.
- The approval to be accorded by ED (Region) and ED (Engg.) shall not exceed Rs.10 crore in the aggregate per new/expansion of thermal project. The approval to be accorded by ED (Region) and ED (Hydro Engg.) shall not exceed Rs 20 crore in aggregate per new/ expansion of hydro project.

Sl. No.	Nature of Power	E.D.	G.M.
1(b)	Technical and Administrative approval of cost estimates for advance expenditure on New Projects for both works and purchase relating to development of infrastructure (such as fencing/ boundary wall, drainage, construction power, construction water, construction stores, construction office, approach road, site protection etc.), construction township, initial R&R and other enabling works, site levelling, Green belt, Site establishment etc. processing and service charges, including advance action for NIT.	Upto 75% of the advance expenditure sanctioned by CMD including approvals at lower level	Upto 30% of the advance expenditure sanctioned by CMD.

**(Modified through Office Order No.303/2011)**

**Remarks:** The exercise of these powers is subject to following:

- Feasibility report / DPR of the concerned project has been submitted to CEA, wherever applicable.
- Feasibility report / DPR has been approved by the Project Sub-Committee of the Board.
- Project has been identified in the Annual Plan and necessary Budget provision has been made in the approved budget.



- iv) Approval of CMD has been obtained for the incurrence of advance expenditure upto the maximum limit of Rs. 100 crore (including approvals at 1(a)) with item wise break-up of various activities at 1(b) above).
- v) The total expenditure against all works & purchases under this item shall not exceed the amount of advance expenditure sanctioned by CMD.
- vi) If the total commitment at any time exceeds the powers delegated at a level, the approval of next higher level shall be obtained.
- vii) The commitment shall be monitored by the project-in-charge to ensure that the commitment/total expenditure is within the expenditure sanctioned by CMD. For this purpose, establishment expenses, salaries and wages of the staff and other administrative expenses will form part of the total expenditure.
- viii) Director In-charge for construction of project shall have full powers upto the advance expenditure sanctioned by CMD including approvals at lower levels and to interchange the budgetary allocation within the overall limits approved by CMD.
- ix) These powers shall be exercised in consultation with Finance.
- x) For the works related to construction power, construction stores, construction office and approach road (for hydro projects), Corporate Engg. shall provide standard specifications. These shall be suitably adapted by Regional HQ/Site.

Sl. No.	Nature of Power	E.D.	G.M.
1(c)	Capital expenditure towards land acquisition including payment of R&R compensation as per the demand letter issued by the Central/ State Government authorities in case of new projects pending investment approval.	Upto 75 % of CMD's power including approvals at lower level	Upto 30% of CMD's power

Remark: In all cases, payment towards land acquisition shall be made subject to in-principle land and water commitment from the State Govt. and release of land boundaries drawings as per general layout plan.

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
2.	Works: Technical approval and Administrative approval of cost estimates for works, plant & machinery and tools & plants.	Upto Rs. 150 crore	Upto Rs. 40 crore	Upto Rs. 25 crore	Upto Rs. 2 crore	Upto Rs. 1 crore

**Remarks:**

- i) Works mean other than mere supply contracts which are dealt with against S. No. 5 to 7.
- ii) Delegation against S. No. 2 is for component of a project or the packages constituting a component of the project as provided for in FR/DPR approved by the Board (for such Projects for which investment/advance expenditure approval has been accorded by Management / Board as applicable) and provided for in the approved capital budget.
- iii) Director in-charge of Engg. shall have full powers under S.No. 2. However all such cases for approval of D (T) shall be routed through GM(F)/ED(F) for concurrence before approval.
- iv) In case of aggregate variation in scope between FR/DPR and DIM/pre-tender cost estimate, the approvals shall be accorded as follows :
  - AGM: Variation having aggregate price implication upto 5% but not exceeding—Rs.1 crore in each case.
  - GM : Variation having aggregate price implication upto 7.5% but not exceeding Rs. 2 crore in each case.
  - ED : Variation having aggregate price implication upto 10% but not exceeding Rs.10 crore in each case.
  - Director (Tech.): Variation having aggregate price implication not exceeding Rs.50 crore in each case.
- v) Even though the approval of cost estimate value may fall within the powers delegated to the authority, in case variation between FR/DPR and DIM/Pre-tender Cost Estimate is more than

the limits indicated at (iv) above, the approval of the Cost Estimates shall be obtained from the authority competent to approve the variation.

- vi) For works not included in FR/DPR, the administrative approval and technical approval in each case shall be obtained from CMD subject to the limits of powers delegated by the Board to CMD (presently Rs.150 crore as per item III (i) of Annex-A of CMD's powers).
- vii) For the package to be awarded from Projects/Regional office, Technical approval and administrative approval shall be accorded by Project/Regional office respectively. The Cost Estimates and specifications shall be prepared by the Field Engg. Services at site. For Corporate packages the powers shall be exercised by Corporate Engg. Deptt.
- viii) Whenever costs as estimated at DIM/Pre-tender stages, varies from FR/DPR, procedure as outlined in Annex-1 of Section-I has to be followed by obtaining technical approval.
- ix) For misc. work included in site packages in principle clearance shall be obtained from Head of Project before initiating action for preparation of cost estimate and obtaining approval therefore.
- x) The Cost Estimates shall be vetted in Finance before approval of Competent Authority.
- xi) In case of revision in already approved cost estimate on account of changes in taxes & duties necessitated due to change in funding/mode of tendering without any change in the scope of work, the revised cost estimate shall be got vetted from Finance and put up for approval as per above delegation. However proposals requiring approval at levels higher than ED (Engg.) may be approved by ED (Engg.) in such cases.
- xii) If capital addition is proposed after last unit is declared commercial, the proposal for capital expenditure shall be subject to the approval of Regulatory Authority, if required and shall be routed through 'Commercial' Department.

Sl. No	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
3.	Calling of tenders for Works, and Plant and Machinery and special Tools & Plant after approval of cost estimate					
3.1	Open tender	Full powers	Full powers	upto Rs. 25 crore	upto Rs. 10 crore	upto Rs. 5 crore
3.2	Limited tender	upto Rs.15 crore	upto Rs. 3 crore	upto Rs. 1 crore	upto Rs. 50 lakh	-
3.3	Single tender on grounds of urgency or single source availability	upto Rs.2 crore	upto Rs. 1 crore	upto Rs. 50 lakh	upto Rs. 10 lakh	-
3.4	Single Tender on Original Equipment Suppliers/ Manufacturers/ Public Sector Undertakings/ Central / State Govt. Departments	Full Powers	Full Powers	upto Rs. 1 crore	upto Rs.20 lakh	-
3.5	Single tender on grounds other than 3.3 and 3.4 above	upto Rs. 25 lakh	upto Rs. 10 lakh	upto Rs. 7 lakh	upto Rs. 1 lakh	-

**Remarks:**

- 3.i) For limited tender above Rs. 50 Lakh and single tender enquiries, reasons for adopting such modes of tendering shall be recorded in writing, while obtaining approval of the competent authority.
- ii) Tenders shall be called by the Contract Services Department in the corporate office, and Materials Management/Contracts group in the Project, for packages identified as coming within their purview.
- iii) Open tender enquiry by advertisement would not be necessary in view of the high cost of advt., where the estimated value of procurement is less than Rs. 50 lakh. There shall be no objection to limited tender enquiry being called in such cases. If, however, for any valid and compulsive reason, open tender enquiry by way of advertisement is considered as justified for procurement estimated at less than Rs. 50 lakh, approval for the same may be taken at a level not less than DGM.
- iv) Limited Tender enquiry is to be invited from all the parties in the approved list of vendors / contractors in view of Office Order No.265/2007.

- v) In case where approved list of Vendors is available or pre-qualification of vendors is done, sending enquiries to all such approved vendors or pre-qualified vendors shall be treated as open tender.
- vi) Certification of availability from a single source and urgency shall be by HOD at a level not less than DGM.
- vii) In case NIT has been issued on the basis of Finance vetted cost estimate, bid shall be opened only after approval of cost estimate.
- viii) Single tender as at serial no. 3.5 may be resorted to in exceptional circumstances to be recorded in writing, where adequate response at economical rates, within the time available is not expected by taking recourse to open/limited tenders.
- ix) This power will be exercised subject to following:
- QR for open tender beyond Rs. 3 crore for region/site will be approved by a QR committee to be constituted at region with members at the level of E7/E7A with one representative each of Engg., Contracts and Finance at Regional level in addition to one member from Corporate Engg. Member from Corporate Engg. shall be nominated by ED (Engg.) while other members shall be nominated by ED of the Region. ED of the Region shall be the chairman of QR Committee at regional level.
  - D (T) and Concerned Functional Director will have full powers in respect of calling of single/ limited tenders subject to concurrence of ED (F).
- x) EMD need not be asked for limited tenders with estimated cost of upto Rs.10,00,000/- and all single tenders. Further, 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. **(Modified through Office Order No.327/2014)**

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
4.	Approval for award of contracts for works & Plant and Machinery and tools & plant, against tenders invited vide 3 above					
4.1 (a)	Open tender	Upto Rs. 35 crore*	Upto Rs. 10 crore	Upto Rs. 7.5 crore	upto Rs. 1 crore	upto Rs. 50 lakh

\* The powers of ED (CC&M) in Corporate office against 4.1 (a) shall, however, be upto Rs. 50 Crore.

4.1 (b)	Single response against open tender	upto Rs.8 crore	upto Rs. 2 crore	Upto Rs. 1.5 crore	upto Rs. 50 lakh	upto Rs. 10 lakh
4.2	Limited tender	upto Rs.8 crore	upto Rs. 2 crore	Upto Rs. 1.5 crore	upto Rs. 50 lakh	upto Rs. 20 lakh
4.3	Single tender on grounds of urgency or single source availability	upto Rs.1 crore	upto Rs. 50 lakh	upto Rs. 25 lakh	upto Rs.5 lakh	-
4.4 (a)	Single Tender on Original Equipment Suppliers / Manufacturers who are Public Sector Undertakings for R&M Contracts	upto Rs. 8 crore	Upto Rs. 2 crore	Upto Rs. 1.5 crore	-	-
4.4 (b)	Single Tender on other Original Equipment Suppliers / Manufacturers for R&M Contracts	upto Rs.5 crore	upto Rs.2 crore	Upto Rs. 1.5 crore	-	-
4.5	Single Tender on Public Sector Undertakings/Central / State Govt. Departments for Specified Works	upto Rs.4 crore	upto Rs.2 crore	upto Rs.1 crore	-	-
4.6	Single Tender on grounds other than 4.3, 4.4 and 4.5 above	upto Rs.20 lakh	upto Rs.10 lakh	upto Rs. 3 lakh	upto Rs. 1 lakh	-

**Remarks: 4.**

- i) All tenders valued at more than Rs. 10 lakh shall be considered by a tender committee consisting of representatives from Contract Services/Material Management Services, concerned Indenting Department and Finance at the levels indicated in Annex-II. Finance will be associated in all tender openings.
- ii) Cases not considered by a Tender Committee shall be subject to prior finance concurrence. However, such concurrence is not required for orders valued upto Rs. 50,000/- provided such orders are not placed under single tender. The contracts awarded without prior Finance concurrence shall be entered in a register as per Proforma at Annex-III. This will be open to check by internal audit.
- iii) In case of single response against limited tender, re-tendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/negotiated, but the reasons therefor will be recorded in writing and submitted to the competent authority for approval treating the same as single tender on ground of urgency.
- iv) In case a ring is suspected, besides other actions to break the ring as may be necessitated, re-tendering shall be resorted to.
- v) In case of single package as per approved list, where evaluation has been approved to be done separately for different sub-packages for cost benefits to NTPC, the approval for award shall be obtained on the basis of the total award value for the package for which cost estimate has been approved.
- vi) Powers referred to herein shall apply to award value. Any reimbursement of duties and taxes at actuals to the contractor, shall not be included for this purpose. In pooled packages aggregate value of award to each vendor shall be the determining factor for this purpose.
- vii) A monthly management information report shall be submitted by Contract Services at site for site packages and by Contract Deptt. at C.C. for corporate packages to ED of the Region and CMD respectively in respect of contracts awarded on Single Tender basis as per Sl. No. 4.3 and 4.6.
- viii) For value exceeding delegation of ED under item 4 and upto Rs.100 crore, approval for award of Contracts shall be accorded by D(T) and Concerned Functional Director with the concurrence of ED(F).
- ix) In case of award of contracts on Single Tender basis based on the Policy guidelines from Corporate Centre to registered co-operative of Project Affected Persons, the powers mentioned against Limited Tender would be applicable.
- x) Specified Works would, inter-alia, include works related to Plantations, Afforestation, Roads, Deep Wells etc.
- xi) Powers under 4.4(a) and 4.4(b) shall not be exercised for procurement from any source other than Original Equipment Manufacturer (OEM)/ Original Equipment Supplier (OES).
- xii) Delegation against Sl. No.4 is applicable for such projects for which approval for investment/advance expenditure has been accorded by Competent Authority as applicable and provided for in the approved capital budget.

Sl. No.	Nature of Power	E.D.	G.M.	AGM
4A a)	Approval for award of Deposit Works given to various Govt. Agencies including Technical and Administrative approval of cost estimates.	Upto Rs.15 crore	upto Rs.5 crore	upto Rs.3 crore
b)	Post- award variation For works under 4A(a) above			
	i) For works approved by higher authority	Any deviation/ alteration having aggregate price implication upto the value of his award powers under this item or 20% of the value of the	Any deviation/ alteration having aggregate price implication upto the value of his award powers under the mode of tendering relevant to the subject	

		work, whichever is lower, including approvals at lower levels.	contract or 10% of the value of the work, whichever is lower.	
	ii) For works approved by himself or at lower level.	Any deviation / alteration having price implication upto 30% of the value of the work in the aggregate including approvals at lower levels.	Any deviation / alteration having price implication upto 20% of the value of the work in aggregate.	

**Remarks: 4A.**

- i) Only those works are to be carried out under Deposit Works which fall under the jurisdiction of various Govt. agencies and it is obligatory on the part of NTPC to get the work done through such agencies only. However, concerned ED may also approve works to be executed as deposit works even in those cases where it is not obligatory on the part of NTPC to do so, provided the work is being executed by Government Department.
- ii) For value exceeding delegation of ED and upto Rs.100 crore, approval for award of Contracts shall be accorded by D(T) and Concerned Functional Director with the concurrence of ED(F).
- iii) These powers shall be exercised in consultation with Finance.
- v) For contracts having award value equal or lower than the delegated authority of D (T) & Concerned Functional Director, any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.110 crore (including award value) or 20% of award value, whichever is lower, shall be approved by D (T) and Concerned Functional Director with the concurrence of ED (F).

Sl. No	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
5.	<b>Purchase</b> Technical and Administrative Approval of indents for items to be purchased with estimated value thereof.	Upto Rs, 50 crore	Upto Rs. 10 crore	upto Rs. 5 crore	upto Rs. 1 crore	upto Rs. 50 lakh

**Remarks: 5**

- i) Delegation against Sr. No. 5 is for components of a project or the sub-packages constituting a component as provided in FR/DPR (for such Projects for which investment / advance expenditure approval has been accorded by Management/Board/Govt., as applicable) and provided for in the approved capital budget.
- ii) Director In-charge of Indenting Department shall have full powers against this item.
- iii) In case of aggregate variation in scope between FR/DPR and DIM/Pre-tender cost estimate, the approvals shall be accorded as follows:  
AGM : Variation having aggregate price implication upto 5% but not exceeding Rs.1 crore in each case.  
GM : Variation having aggregate price implication upto 7.5% but not exceeding Rs. 2 crore in each case.  
ED : Variation having aggregate price implication upto 10% but not exceeding Rs. 10 crore in each case.  
Director in charge of Indenting Department: Variation having aggregate price implication upto Rs. 50 crore.
- iv) Whenever costs as estimated at DIM/Pre-tender stages varies from FR/DPR, procedure as outlined in Annex-I has to be followed for obtaining technical approval.
- v) Even though the approval of cost estimate value may fall within the powers delegated to the authority, in case variation between FR/DPR and DIM/Pre-tender Cost Estimate is more than the limits indicated at (iii) above, the approval of the Cost Estimates shall be obtained from the authority competent to approve the variation.

- vi) For indents not included in FR/DPR, the administrative approval and technical approval in each case shall be obtained from CMD subject to the limits of powers delegated by the Board to CMD (presently Rs.150 crore as per item III (i) of Annex-A of CMD's powers.)
- vii) For packages to be awarded from Projects/Regional Office, Technical approval and administrative approval shall be accorded by Project/Regional Office. The cost estimates shall be prepared by the Field Engg. Services (FES) at site.
- viii) For site packages in-principle clearance shall be obtained from Head of Project before initiating action for preparation of Cost Estimate and obtaining approval therefor.
- ix) The Cost Estimates shall be vetted in Finance before approval of Competent Authority.
- x) In case of revision in already approved cost estimate on account of changes in taxes & duties necessitated due to change in funding/mode of tendering without any change in the scope of work, the revised cost estimate shall be got vetted from Finance and put up for approval as per above delegation. However, proposals requiring approval at levels higher than ED (Engg.) may be approved by ED (Engg.) in such cases.
- xi) If capital addition, not envisaged in approved FR, is proposed within the period allowed by the Regulatory Authority, such proposal for capital expenditure shall be routed through Corporate Commercial Department.
- xii) No separate approval shall be required for indents raised by the system through Material Requirement Plan (MRP) run in ERP based on MRP parameters approved by Head of Project. Such system generated indents shall be considered as approved.

Sl. No.	Nature of Power	ED	GM	AGM	DGM	SM
6.	Calling of tenders against approved indents vide 5 above					
6.1	Open Tender	Full Powers	Full Powers	upto Rs. 10 crore	upto Rs. 5 crore	upto Rs. 2 crore
6.2	Limited Tender	upto Rs. Rs.15 crore	upto Rs.3 crore	upto Rs.1 crore	-	-
6.3	Single Tender					
a) i)	Where Proprietary Article Certificate (PAC) has been given or where Source Standardisation (SS) has been approved	upto Rs.2 crore	upto Rs. 1 crore	upto Rs. 50 lakh	upto Rs. 15 lakh	-
a) ii)	On original equipment suppliers/ manufacturers/ Public Sector Undertakings	Full Powers	Full Powers	upto Rs.1 crore	upto Rs. 25 lakh	-
b)	On grounds of urgency	upto Rs.2 crore	upto Rs. 1 crore	upto Rs.50 lakh	--	-
c)	On grounds other than (a) &(b) above	upto Rs.20 lakh	upto Rs.10 lakh	upto Rs. 3 lakh	--	-

Note: Wherever Multiple Sources have been standardized through process of open tendering, and on the recommendation of a duly constituted committee including a representative from Finance, DOP as applicable to Open Tender may be applied provided tender enquiry has been issued to all the Standardised sources not being less than four. This will not apply to procurement through Single Source Standardisation.

**Remarks :6.**

- i) Tenders will be called by the Contract Services/Material Management Services as the case may be only against indents and pre-tender cost estimates approved by the Competent Authority.
- ii) For limited tender and single tender enquiries, reasons for adopting such modes of tendering shall be recorded in writing while obtaining approval of the competent authority.

- iii) Certification of availability from a single source including Proprietary Article Certificate (PAC) and certificate of urgency will be approved at a level not less than DGM and source standardisation shall be approved at a level not less than GM.
- iv) In case where approved list of Vendors is available or pre-qualification of vendors is done, sending enquiries to all such approved vendors or pre-qualified vendors shall be treated as open tender.
- v) Open Tender enquiry by advertisement would not be necessary in view of the high cost of advertisement where the estimated value of procurement is less than Rs. 50 lakh. There shall be no objection to limited tender enquiry being called in such cases. If for any valid and compulsive reason open tender enquiry by way of advertisement is considered justified for procurements estimated at less than Rs. 50 lakh, approval for the same may be taken at a level not less than DGM.
- vi) Limited Tender enquiry is to be invited from all the parties in the approved list of vendors / contractors in view of Office Order No.265/2007.
- vii) Single tender as at 6.3 (c) may be resorted to in exceptional circumstances, to be recorded in writing, where adequate response at economical rates, within the time available is not expected by taking recourse to open/limited tenders.
- viii) This power will be exercised subject to following
  - a) QR for open tender beyond Rs.3 crore for region/site will be approved by a QR committee to be constituted at region with members at the level of E7/E7A with one representative each of Engg., Contracts and Finance at Regional level in addition to one member from Corporate Engg. Member from Corporate Engg. shall be nominated by ED (Engg.) while other members shall be nominated by ED of the Region. ED of the Region shall be the chairman of QR Committee at regional level.
  - b) All PAC and OEM/OES cases beyond Rs. 50 lakh will be referred to a Committee to be constituted at regional level with members not below the level of E7 from OS, P&S and Materials Deptt. to ascertain the availability of alternate sources of supply. ED of the Region shall be the competent authority to nominate the committee members and to approve recommendations of the committee.
- ix) D (T) & Concerned Functional Director will have full powers in respect of calling of limited / single tenders subject to concurrence of ED (F).
- x) EMD need not be asked for limited tenders with estimated cost of upto Rs.10,00,000/- and all single tenders. Further, 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. **(Modified through Office Order No.327/2014)**

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
7. 7.1 (a)	Approval of award of contracts/ acceptance of tender : Open Tender	Upto Rs. 35 crore*	Upto Rs. 10 crore	upto Rs. 7.5 crore	upto Rs. 1 crore	upto Rs. 50 lakh

\* The powers of ED (CC&M) in Corporate office shall, however, be upto Rs. 50 Crore.

Sl.No	Nature of Power	ED	GM	AGM	DGM
7A	Purchase from Oil PSUs as per approved indents of Items such as LDO, HFO, HSD etc. for pre-COD / commissioning activities	Full Powers	Full Powers	Upto Rs.1 crore	Upto Rs. 50 lakh

**(Inserted through Office Order no.358/2017 dated 3.5.2017)**

7.1 (b)	Single response against open tender	upto Rs.8 crore	upto Rs. 2 crore	upto Rs. 1.5 crore	upto Rs. 50 -lakh	upto Rs. 10 lakh
7.2	Limited tender	upto Rs. 8 crore	upto Rs. 2 crore	upto Rs. 1.5 crore	upto Rs. 50 lakh	Upto Rs.20 Lakh

7.3	Single Tender					
a) i)	Against Approved PAC or Source Standardisation	upto Rs. 1 crore	upto Rs. 50 -lakh	upto Rs. 25 lakh	upto Rs. 10 lakh	Upto Rs. 5 Lakh
ii)	In case of original equipment suppliers/ manufacturers / Public Sector Undertakings	upto Rs.4 crore	upto Rs.1 crore	upto Rs. 75 lakh	upto Rs. 50 -lakh	Upto Rs. 10 -akh
b)	On grounds of urgency	upto Rs.1 crore	upto Rs.50 lakh	upto Rs. 25 lakh	upto Rs. 5 lakh	--
c)	On grounds other than 7.3 (a) and 7.3 (b)	upto Rs.20 lakh	upto Rs. 10 lakh	upto Rs. 3 lakh	upto Rs. 1 lakh	—

**Remarks: 7.**

- i) All tenders valued at more than Rs. 10 lakh shall be considered by a tender committee consisting of representative from Contract Services/Material Management Services, concerned Indenting Department & Finance at the levels indicated in Annex-II. Finance will be associated in all tender openings.
- ii) Cases not considered by a Tender Committee shall be subject to prior finance concurrence. However, such concurrence is not required for orders valued upto Rs. 50,000 provided such orders are not placed under single tender. The contracts awarded without prior Finance concurrence shall be entered in a register as per Proforma at Annex-III. This will be open to check by internal audit.
- iii) In case of single response against limited tender, retendering will normally be resorted to. In exceptional circumstances the tender may be accepted/negotiated but the reasons therefor will be recorded in writing and submitted to the competent authority for approval treating the same as single tender on grounds of urgency.
- iv) In case a ring is suspected, besides other actions to break the ring as may be necessitated, re-tendering shall be resorted to.
- v) In case of single package as per approved list where evaluation has been approved to be done separately for different sub-packages for cost benefits to NTPC, the approval for award shall be obtained on the basis of total award value of the package for which cost estimate was approved.
- vi) The powers referred to herein shall apply to the award value. Any reimbursement of duties and taxes at actuals, to the contractor, shall not be included for this purpose. In pooled packages aggregate value of award to each vendor shall be the determining factor for this purpose.
- vii) A monthly management information report shall be submitted by Contract Services at site for site packages and by Contract Deptt. At C.C. for corporate packages to ED of the Region and CMD respectively in respect of contracts awarded on Single Tender basis as per Sl. No. 7.3 (b) & (c).
- viii) For value exceeding delegation of ED and upto Rs.100 crore, approval for award of Contracts shall be accorded by D(T) and Concerned Functional Director with the concurrence of ED(F).

Sl. No.	Nature of Power	E.D.	G.M.	AGM
8	Technical & Administrative approvals of indents, invitation of tenders and award of contracts including post-award variations for procurement of Steel:			
(i)	For procurement from a producer with whom MOU had been finalized with the approval of CMD.	Full Power	Upto Rs. 25 crore	Upto Rs. 15 crore
(ii)	For procurement from notified main producers	upto Rs.30 crore	Rs.15 crore	
(iii)	Post award variation	Upto 10% of the award value	Upto Rs. 2.5 crore or 10% of the award value whichever is lower	



**Remarks:**

- i) These powers shall be exercised for procurement only after enquiry has been sent to all the main producers of steel whose names shall be notified by the Corporate Materials Department from time to time.
- ii) In other cases where enquiry is not sent to all the main producers of steel for reasons to be recorded in writing, power as applicable under the head "Purchase" (sl no. 5 to 7 as relevant) shall be applicable.
- iii) For value exceeding delegation of ED and upto Rs.100 crore, approval for award of Contracts against 8 (ii) & 8 (iii) above shall be accorded by D(T) and Concerned Functional Director with the concurrence of ED(F).
- iv) D(T) and Concerned Functional Director (with the concurrence of ED(F)) shall have full powers to approve Post award variation exceeding the power of ED for approval of variation resulting in revision of Contract price not exceeding Rs.100 crore.
- v) In respect of procurement of steel through tendering process from sources other than notified main producers, delegation at clause 5, 6 & 7 shall be applicable. **(Inserted through Office Order no.320/2014)**

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.	M.
9.	Purchases of Sundry requirements	upto Rs. 5 lakh	upto Rs. 2 lakh	upto Rs. 1 lakh	upto Rs. 50,000	upto Rs. 20,000	upto Rs. 10000

**Remarks: 9**

- i) This will be applicable in those cases where procedures as per Sl.no. 6 & 7 cannot be followed for the reasons to be recorded in writing.
- ii) Purchases will normally be made by Contract Services/Materials Management after approval by the competent authority. However, for purchases upto Rs. 20,000/- (Rs. 25,000/- in case of purchases from Super Bazar/Public Sector/NTPC Co-operatives) in case of exigencies of work, it shall not be necessary to make the purchases through Contracts/Material Management Services and there would be no objection if such purchases are made by the departments themselves. The particulars of Purchases are to be recorded in a separate register as per Annex-III. This will be open to check by Internal Audit.
- iii) Any item valuing more than Rs.3000/- shall be accounted for through SRV and SIV. Items valuing Rs.3000/- or less shall be accounted for in the departmental stock register. After purchase, statement of particulars of purchases as at Annex-IV shall be submitted to the authority who authorised the purchase and his signature taken thereon. In addition, a Consolidated Monthly Report shall be submitted for information to Head of Project.
- iv) Purchases will be made after determining the reasonableness of the price.
- v) Powers of purchase under this category are to be used for a particular occasion. The requirement shall not be broken down into separate items to avoid approval from higher authority.
- vi) No finance concurrence would be required for purchases upto the value of Rs. 25,000/- (upto Rs. 50,000/- in case of purchases from Super Bazar/Public Sector/NTPC Co-operatives). Purchases beyond Rs. 25,000/- and upto Rs. 50,000/- shall be in association with a representative of Finance, one of the officials being at least of E-2 level. The particulars of purchase will be recorded in a separate register as per Annex-IV.
- vii) Purchases beyond Rs. 50,000/- be made by purchases committee consisting of representatives from Contracts/Material Management Services, and Finance besides the representative from the department requiring the purchases to be made, as may be nominated by the respective HODs, one of the officials being at E-2 level. Representative of Contracts/Material Management Services shall be the co-ordinator of the Committee.
- viii) In case of purchases of sundry requirement where Finance concurrence is not required in terms of note (ii) above or in cases where Finance representative has been associated for the purchases, no separate Finance Concurrence would be required.

Sl. No.	Nature of Power	ED	GM	AGM	DGM
10.	Repeat Orders for works & purchases	upto 50% value of original order approved by himself or by lower authority	upto 50% value of original order approved by himself or by lower authority	upto 50% value of original order approved by himself or by lower authority	upto 50% value of original order approved by lower authority

**Remarks: 10**

Repeat orders may be placed on the 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 standardisation subject to the following :

- The normal processing of the case is likely to delay the procurement and adversely affect the work.
- The date of repeat order will not be more than 3 months after completion of the earlier order.
- A reasonable assessment and certification by the contract services/materials management that there has been no downward trend in prices.
- The prices against earlier order were not escalated to compensate for earlier deliveries.
- Repeat order shall not be placed more than once.
- 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 price variation ceiling 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.
- The award value of repeat order shall not exceed Rs.1 crore.
- 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.

Sl. No.	Nature of Power	ED	GM	AGM	DGM
11.	Variation during post award execution of work with respect to award price for contracts/ LOAs awarded by Corporate office due to scope/quantity variation/new items/substituted items.				
11.1	Technical approval for the above during the execution stage.				
a)	Where the variances are within the variation limits provided in the contract/LOA (excluding new items/substituted items)	Full powers	upto variation limit provided in the Contract subject to a ceiling of Rs.10 crore in the aggregate including approvals at the lower levels	upto variation limit provided in the Contract subject to a ceiling of Rs.7 crore in the aggregate including approvals at the lower levels	upto variation limit of Rs. 2 crore in the aggregate
b)	Where the variances are beyond the variation	upto an aggregate	upto an aggregate	upto an aggregate	

	limits provided in the contract / LOA (including new items/substituted items)	variation of Rs.15 crore or 10% of the value of the contract whichever is lower including approvals at lower level	variation of Rs. 4 crore or 10% of the value of the contract whichever is lower including approvals at lower level.	variation of Rs. 2 crore or 10% of the value of the contract whichever is lower	
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**Remarks:** 11.1 (a) and (b)

- i) The technical approvals will be given by the Engg. Deptts. in the Corporate Office. Director In-charge of Engineering will have full powers against 11.1(b).
- i) (a) For Hydro Projects, technical approval for new items will be accorded by executives posted at one level higher than that prescribed in item 11.1(b) above. However, Director (Technical)/Director (Projects) shall have Full Powers. **(Modified through office order no.308/2012)**
- i) (b) Technical approval due to changes in detailed Engg. / Design concept will be processed by Hydro Engg. in Corporate Office. Director (Technical) shall have Full Powers in such cases. Technical approval due to site conditions/ site requirements not affecting design and in construction emergencies (such as excavation, dewatering, over breaks, grouting, rock supports, site adaptations, construction facilities requirements, changes in construction methodology, geological changes/ surprises etc.) will be processed by Site/ Hydro Region Headquarters. Director (Projects) shall have Full Powers in such cases. **(Inserted through office order no.308/2012)**
- ii) Project Engineering will initiate a proposal giving the reason for increase/ decrease in quantity and/or for new/substituted items and put up for technical approval along with the cost estimates through Cost Engg. Deptt. as per delegation of powers indicated alongside. After technical approval, approving authority in Engg. will nominate Engg. member and request Heads of Finance and Corporate Contracts to nominate their members to form a committee which shall negotiate and finalise the rates wherever relevant for management approval as per this Delegation of Powers for contracts awarded by Corporate Contracts other than civil & structural packages. Representative of the Contracts Department on the Committee will be the co-ordinator. The negotiated rates shall be put up for approval for issue of change order as per delegation of power at 11.2. However, in case of civil & structural works awarded by Corporate Contracts the technical approval shall be forwarded by Engg. to site for further processing and issue of change order as per delegation of power at 11.2.
- iii) The variation limits wherever indicated alongside against each level, includes the approvals at lower levels, and shall not be treated as an exclusive power at that particular level. As and when variation limit including approvals at lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained
- iv) The powers at 11.1(b) shall also be applicable for cases requiring revision of rates.
- v) Where variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under S.No. 11.1(a) and the variation beyond the variation limit would be covered under Sl. no. 11.1(b).
- vi) In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under sl. no. 11.1(b).
- vii) For Supply-cum-Erection and/or Civil Packages where two or more contracts have been awarded to a contractor / his assignee as per the provisions of the bidding documents, the powers shall be applied considering the variations on composite basis (i.e. by calculating the variation in totality for all the contracts under a single package).

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.
11.2	Administrative approval for the issue of change order based on technical approval at 11.1 above in respect of				

	contracts/LOA awarded by Corporate Office:				
a)	Within variation limit provided in the Contract (excluding new items / substituted items)	Full powers	Upto variation limit provided in the Contract subject to a ceiling of Rs. 10 crore in the aggregate including approvals at the Lower levels.	Upto variation limit provided in the Contract subject to a ceiling of Rs. 7 crore in the aggregate including approvals at the Lower levels.	upto variation limit of 10% but not exceeding Rs. 2 crore in the aggregate
b)	Beyond the variation limit provided in contract/LOA including new items and substituted items.				
	i) For contracts approved by higher authority	Any deviation/ alteration having aggregate price implication upto the value of his award powers under the mode of tendering relevant to the subject contract or 10% of the value of the contract, whichever is lower, including approvals at lower levels.	Any deviation/ alteration having aggregate price implication upto the value of his award powers under the mode of tendering relevant to the subject contract or 5% of the value of the contract, whichever is lower.		
	ii) For contracts approved by himself or at lower level.	Any deviation / alteration having price implication upto 30% of the value of the contract in the aggregate including approvals at lower levels.	Any deviation / alteration having price implication upto 20% of the value of the contract in the aggregate.		

**Remarks:**

11.2 (a) and (b)

- i) These powers will be exercised in consultation with Finance.
- ii) These powers at sl. no. 11.2 (b) are in addition to the powers at 11.2 (a)
- iii) These powers will be exercised by the Contracts Services in the Corporate office in respect of contracts awarded by Corporate Contracts other than the civil and structural packages. In respect of Civil and Structural packages awarded by Corporate Centre and executed by site, these powers will be exercised by DGM, AGM, GM and ED at site/ Region as per delegation alongside.
- iv) The powers under 11.2 (b) shall also be applicable for cases requiring revision of rates.
- v) The variation limit in terms of percentage as well as in terms of amount wherever indicated along side against each level, includes the approvals at lower levels both in terms of

percentages and amounts and shall not be treated as an exclusive power at that particular level. As and when variation limit either in terms of percentage or amount including approvals at lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.

- vi) Where variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under S.No. 11.2(a) and the variation beyond the variation limit would be covered under Sl. no. 11.2(b).
- vii) In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under sl. no. 11.2(b).
- viii) For Supply-cum-Erection and/or Civil Packages where two or more contracts have been awarded to a contractor / his assignee as per the provisions of the bidding documents, the powers shall be applied considering the variations on composite basis (i.e. by calculating the variation in totality for all the contracts under a single package).
- ix) For contracts having award value beyond the delegated authority of D(T) and Concerned Functional Director, any deviation/ alteration from the terms of a contract having aggregate price implication upto Rs. 100 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract, shall be approved by D(T) and Concerned Functional Director with the concurrence of ED(F).
- x) For contracts having award value equal or lower than the delegated authority of D(T) & Concerned Functional Director, any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.110 crore (including award value) shall be approved by D(T) and Concerned Functional Director with the concurrence of ED(F).
- xi) The variations would be computed on gross basis under Sl. No. 11.1 (a) & 11.1 (b) separately and on net basis under Sl. no. 11.2(a) & 11.2(b) separately.

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
12.	Variations during post award execution of work with respect to award price for Contracts/ LOA awarded by site due to scope/quantity variations, new items, and substituted items.					
12.1	Technical approval for the above :					
a)	Within variation limit provided in the contract (excluding new items/substituted items)	Full powers	Full powers	upto an aggregate of 50% of the variation provided in the contract but not exceeding Rs. 1 crore in the aggregate including approvals at lower levels.	upto an aggregate of 50% of the variation provided in the contract but not exceeding Rs. 50 lakh in the aggregate including approvals at lower levels.	upto an aggregate of 25% of the variation provided in the contract but not exceeding Rs. 15 lakh in the aggregate
b)	Where the variances are beyond the variations limit provided in the contract (including new items / substituted items)	Upto an aggregate variation of Rs.15 crore	upto an aggregate variation of Rs.4 crore	Upto an aggregate variation of Rs. 1.5 crore	—	—

**Remarks:** 12.1 (a), 12.1 (b)

- i) The proposal shall be initiated by Indenting Deptt. and processed through Field Engg. Deptt. for approval of Competent Authority in Indenting Deptt.
- ii) For contracts valued at Rs. 5 lakh and below, full powers may be exercised by DGM and above. (Applicable for 12.1 (a) only).
- iii) For contracts valued at Rs. 1,00,000 and below full powers may be exercised by Sr. Manager and above. (Applicable for 12.1 (a) only).

- iv) The powers delegated under 12.1 (b) are in addition to powers at 12.1 (a).
- v) The powers under 12.1 (b) shall also be applicable for cases requiring revision of rates.
- vi) Director (Technical) will have Full Powers for 12.1(a) and 12.1(b)
- vii) In addition to the above powers, for contracts valued at Rs.5 lakh and below, Technical approval for aggregate variation may be given in full by E.D. and GM, upto 50% by AGM and upto 30% by DGM. (Applicable for 12.1(b) only).
- viii) The technical approvals accorded under 12.1 (a) and 12.1 (b) shall be intimated to the Corporate Cost and Project Engg. Groups through Field Engg. Services.
- ix) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approvals at lower levels, both in terms of percentages and amounts and shall not be treated as an exclusive power at that particular level. As and when variation limit either in terms of percentages or amount including approvals at lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.
- x) After technical approval Head of the Project shall nominate a committee and finalise the rates, wherever relevant, for approval as per Delegation of Powers.
- xi) Where variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under S.No. 12.1(a) and the variation beyond the variation limit would be covered under Sl. no. 12.1(b).
- xii) In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under sl. no. 12.1(b).
- xiii) For Supply-cum-Erection and/or Civil Packages where two or more contracts have been awarded to a contractor / his assignee as per the provisions of the bidding documents, the powers shall be applied considering the variations on composite basis (i.e. by calculating the variation in totality for all the contracts under a single package).

Sl. No	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
12.2	Administrative approval for the issue of Change order based on the technical approval at 12.1 above in respect of contracts/ LOA awarded by site :					
a)	Within the variation limit provided in the contract (excluding new items and substituted items)	Full powers	Full powers	upto aggregate of 50% of the variation in the contract but not exceeding Rs. 1 crore in the aggregate including approvals at lower levels.	upto aggregate of 50% of the variation in the contract but not exceeding Rs. 50 lakh in the aggregate including approvals at lower levels.	upto aggregate of 25% of the variation provided in the contract but not exceeding Rs.25 lakh in the aggregate.
b)	Beyond the variation limit provided in the contract/ LOA including new items/ substituted items i) For contracts approved by higher authority	Any deviation/ alteration having aggregate price implication upto the value of his award	Any deviation/ alteration having aggregate price implication upto the value of his award	Any deviation/ alteration having aggregate price implication upto the value of his award	Any deviation/ alteration having aggregate price implication upto the value of his award	

		powers under the mode of tendering relevant to the subject contract or 10% of the value of the contract, whichever is lower, including approvals at lower levels.	powers under the mode of tendering relevant to the subject contract or 7% of the Value of the contract, whichever is lower, including approvals at lower levels.	powers under the mode of tendering relevant to the subject contract or 5% of the Value of the contract	powers under the mode of tendering relevant to the subject contract or 3% of the value of the contract, whichever is lower.	
	ii) For contracts approved by himself or at lower levels	Any deviation / alteration having price implication upto 30% of the value of the contract, in the aggregate, including approvals at lower levels.	Any deviation / alteration having Price implication upto 20% of the value of the contract, in the aggregate, including approvals at lower levels.	Any deviation / alteration having Price implication upto 10% of the value of the contract, in the aggregate, including approvals at lower levels.	Any deviation / alteration having price implication upto 5% of the value of the contract, in the aggregate.	

**Remarks:** 12.2 (a) and 12.2 (b)

- i) The powers at 12.2 (a) and 12.2(b) shall be exercised by Project Contract Services in consultation with Finance.
- ii) For contracts valued at Rs.15 lakh and below, irrespective of percentage variation, administrative approval for issue of change order shall be accorded as follows:  
ED- for variation upto Rs.15 lakh  
GM- for variation upto Rs. 7.5 lakh  
AGM- for variation upto Rs. 2 lakh  
However, DGM shall continue to have power as indicated in the above clause.  
**(Modified through Office Order No. 327/2014)**
- iii) The power under 12.2 (b) shall also be applicable for cases requiring revision of rates.
- iv) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approval at lower levels both in terms of percentage and amounts and shall not be treated as an exclusive power of that particular level. As and when variation limit either in terms of percentage or amount, including approvals of lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.
- v) Where variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under S.No. 12.2(a) and the variation beyond the variation limit would be covered under Sl. no. 12.2(b).
- vi) In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under sl. no. 12.2(b).
- vii) For Supply-cum-Erection and/or Civil Packages where two or more contracts have been awarded to a contractor / his assignee as per the provisions of the bidding documents, the powers shall be applied considering the variations on composite basis (i.e. by calculating the variation in totality for all the contracts under a single package).

- viii) For contracts having award value beyond the delegated authority of D(T) and Concerned Functional Director, any deviation/ alteration from the terms of a contract having aggregate price implication upto Rs.100 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract, shall be approved by D(T) and Concerned Functional Director, with the concurrence of ED(F).
- ix) For contracts having award value equal or lower than the delegated authority of D(T) & Concerned Functional Director, any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.110 crore (including award value) shall be approved by D(T) and Concerned Functional Director, with the concurrence of ED(F).
- x) The variations would be computed on gross basis under Sl. No. 12.1(a) & 12.1(b) separately and on net basis under Sl. No. 12.2(a) & 12.2(b) separately.

Sl. No	Nature of Power	E.D.	G.M.	AGM	D.G.M.
13	Extension in completion period in respect of works and supplies and Consultancy Services	Full powers	Full powers	Full powers for contracts approved by AGM or lower authority	Full Powers for Contracts approved by DGM or Lower Authority at Corporate Centre / Region / Site

**Remarks: 13.**

1. This item of delegation is applicable where extension in completion period is granted with levy of LD as provided in the Contract.
2. Provisional extension in completion period may be granted without prejudice to the right to levy LD.
3. These powers will be exercised by the concerned site in case of Contracts awarded by Contract Services at Corporate Office (except Consultancy Contracts). In case of Consultancy Contracts, these powers will be exercised by the respective indenting department. In respect of site awarded contracts, these powers will be exercised by the concerned site.

S.No.	Nature of Power	ED	GM	AGM	DGM	SM
14.(a)	Extension in Completion period in respect of works, supplies and Consultancy Services along with reduction /waiver of LD	Full powers	Full powers	Full powers for contracts approved by AGM or Lower Authority at Corporate Centre / Region / Site	Full powers for contracts approved by DGM or Lower Authority at Corporate Centre / Region / Site	Full powers for contracts approved by Sr. Manager or Lower Authority at Corporate Centre / Region / Site

**Remarks: 14(a)**

- a) These powers shall be exercised in consultation with Finance. Adequate reasons and justifications are to be recorded in writing.
- b) For grant of time extension with reduction / waiver of LD, it would be necessary to reasonably establish that delays are not attributable to the Contractor / Supplier.
- c) Where higher tendered rates were originally accepted on account of earlier completion of work / delivery, the approval of waiver / reduction of LD will be got approved from next higher authority.
- d) If delay is attributable to contractor / supplier, but without any direct / indirect loss to NTPC, such cases would be dealt with on case-to-case basis subject to approval of competent authority.
- e) Subsequent to approval of the Revised Contractual Completion Date, the Amendment to Contract shall be issued by Contract Services at Corporate Office in respect of contracts awarded by Corporate Contracts other than Civil and Structural Work Packages. In respect of



contracts awarded by sites and for Civil and Structural works packages awarded by Corporate Contracts and executed by site, these powers will be exercised by site/ region.

- f) These powers will be exercised by the concerned site in case of Contracts awarded by Contract Services at Corporate Office (except Consultancy Contracts). In case of Consultancy Contracts, these powers shall be exercised by the concerned indenting department. In respect of contracts awarded by site, these powers will be exercised by the concerned site.
- g) Wherever contractual completion date has been revised as per 14 (a) above, GM will have full powers for payment of insurance charges and BG charges for extended period.

Sl.No.	Nature of Power	ED	GM	AGM
14.(b)	L2 revision and price variation for the extended period due to delays attributable to Owner	Upto 10% of the award value of the Contract (on cumulative basis), subject to a ceiling of Rs. 15 Crore	Upto 5% of the award value of the Contract (on cumulative basis), subject to a ceiling of Rs. 4 Crore	Upto 3% of the award value of the Contract (on cumulative basis), subject to a ceiling of Rs. 2 Crore

**Remarks: 14(b)**

- (i) These powers shall be exercised in consultation with Finance. Adequate reasons and justifications are to be recorded in writing.
- (ii) D(T) and Concerned Functional Director, with the concurrence of ED(F) will have the powers upto 20% of the award value of the Contract (on cumulative basis), subject to a ceiling of Rs. 100 Crore.
- (iii) These powers will be exercised by the concerned site in case of Contracts awarded by Contract Services at Corporate Office (except Consultancy Contracts). In case of Consultancy Contracts, these powers shall be exercised by the concerned indenting department. In respect of contracts awarded by site, these powers will be exercised by the concerned site.

Sl. No.	Nature of Power	E.D.	G.M.
15.(a)	Grant of Escalation over base price where no escalation provision exists or increase in the upper limits of escalation where no extension of time is involved	Upto 5% of the award value of contract irrespective of level of award subject to a ceiling of Rs. 100 lakh	Upto 5% of the award value of contract approved by himself or at lower level subject to a ceiling of Rs. 20 lakh

**Remarks: 15 (a)**

- i) To be exercised in consultation with Finance in extreme cases of hardship where unanticipated abnormal increases in prices have taken place. Adequate reasons and justification are to be recorded in writing. However, no change in formula for computation of escalation would be permitted.
- ii) D (T) and Concerned Functional Director, with the concurrence of ED (F) will have powers upto 5% of the award value of the contract subject to a ceiling of Rs.2 crore for item no. 15 (a) above.
- iii) Approvals under items 15(a) shall be scrutinized by Internal Audit.
- iv) These powers will be exercised by the Contract Services in the Corporate Office in respect of contracts awarded by Corporate Contracts. In respect of contracts awarded by sites and for civil and structural packages awarded by Corporate Contracts and executed by site, these powers will be exercised by site.

Sl. No.	Nature of Power	E.D.	G.M.
15(b)	Grant of escalation for the extended period of the contract in terms of contractual price adjustment formula with or without increase in the upper limit of escalation for the extended period.	Upto 5 % of the award value of contract irrespective of level of award subject to a ceiling of Rs 50 Lakh	Upto 2.5% of the award value of contract irrespective of level of award subject to a ceiling of Rs 20 Lakh

Remarks: 15 (b)

- i) To be exercised in consultation with Finance in extreme cases of hardship where unanticipated abnormal increases in prices have taken place. Adequate reasons and justification are to be recorded in writing. However, no change in formula for computation of escalation would be permitted.
- ii) D(T) and Concerned Functional Director, with the concurrence of ED(F) will have powers upto 5% of the award value of the contract subject to a ceiling of Rs.1 crore against item 15 (b) above.
- iii) Approvals under item 15 (b) shall be scrutinized by Internal Audit.
- iv) These powers will be exercised by the concerned site in case of Contracts awarded by Contract Services at Corporate Office (except Consultancy Contracts). In case of Consultancy contracts, these powers will be exercised by the respective indenting department. In respect of site awarded contracts, these powers will be exercised by the concerned site.

Sl. No.	Nature of Power	E.D.	G.M.
15(c)	Grant of compensation to the contractor / supplier in the form of idling charges, preservation charges etc. when necessitated in the interest of completion of works / supplies where the delays beyond original completion period are not attributable to the contractor / supplier	Upto 5% of the award value of contract irrespective of level of award subject to a ceiling of Rs.100 lakh.	Upto 2.5% of the award value of contract irrespective of level of award subject to a ceiling of Rs.25 lakh

Remarks: 15(c)

- i) To be exercised in consultation with Finance. Adequate reasons and justification are to be recorded in writing.
- ii) D(T) and Concerned Functional Director with the concurrence of ED(F) will have powers upto 5% of the award value of the contract subject to a ceiling of Rs. 2 crore against item 15 (c) above.
- iii) This is in addition to the power delegated under 15 (a) & 15 (b) above.
- iv) Approvals under item 15 (c) shall be scrutinized by Internal Audit.
- v) These powers will be exercised by the concerned site in case of Contracts awarded by Contract Services at Corporate Office (except Consultancy Contracts). In case of Consultancy contracts, these powers will be exercised by the respective indenting department. In respect of site awarded contracts, these powers will be exercised by the concerned site.

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.
16. (a)	Providing temporary relief in exceptional circumstances by way of advancing payment or deferment of recovery including recovery towards security deposit or issue of material/equipment from Project stores.	Full Powers in respect of all Contracts approved by ED or Lower Authority at Corporate Centre / Region / Site  For other Contracts full powers subject to maximum financial implication of Rs.50 lakh in respect of each of the contracts referred to above.	Full Powers in respect of all Contracts approved by GM or Lower Authority at Corporate Centre / Region / Site  For other Contracts full powers subject to maximum financial implication of Rs.20 lakh in respect of each of the contracts referred to above.	Full powers in respect of all contracts approved by AGM or lower authority at Corporate Centre / Region / Site  For other contracts full powers subject to maximum financial implication of Rs.10 lakh in respect of each of the contracts referred to above.	Full Powers in respect of all Contracts approved by DGM or Lower Authority at Corporate Centre / Region / Site  For other Contracts full powers subject to maximum financial implication of Rs.2 lakh in respect of each of the contracts referred to above.

**Remarks: 16(a)**

- i) These powers shall be exercised in consultation with Project Finance, only as a last resort to enable the work to be carried out, taking care that this does not provide an undue benefit to the Contractor. Advance against work done duly certified by Engg. in-charge may be given to enable further progress of work to be carried out and such advance shall not be interest bearing and will be adjusted within 30 days, beyond which it shall attract interest.
- ii) These powers should not be exercised for revision of item rates. These powers are intended to be exercised to facilitate financial relief to the Contractor/Supplier temporarily in case of extreme hardship to be certified by Engineer in-charge after taking adequate security for recovery/adjustment of such relief and the Contract not requiring any modification/amendment on account of such financial relief provided to the Contractor/Supplier.
- iii) Financial implication for the purpose of this item shall be interest, calculated on the temporary relief provided to the contractor, at the rate notified by the company from time to time irrespective of the fact that such temporary relief including interest is adjustable/recoverable from the contractor.
- iv) Concerned Functional Director shall have full powers under item 16 (a) with the concurrence of GM (F)/ED (F).
- v) These powers will be exercised by the concerned site

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.
16. (b)	Modification in terms of contract not having financial implications	Full powers	Full powers	Full powers in respect of orders placed by himself or Lower Authority	Full powers in respect of orders placed by himself or Lower Authority	Full powers in respect of orders placed by himself or Lower Authority

**Remark : 16. (b)**

These powers will be exercised by the Contract Services in the Corporate Office in respect of contracts awarded by Corporate Contracts. In respect of contracts awarded by sites and for civil and structural packages awarded by Corporate Contracts and executed by site, these powers will be exercised by site.

Sl. No.	Nature of Power	E.D.	G.M.
16(c)	Modification in terms of Contract having financial implications	Full Powers subject to a maximum financial implication of Rs. 25 lakh in aggregate in a particular contract.	Full Powers subject to a maximum financial implication of Rs. 10 lakh in aggregate in a particular contract.

**Remarks: 16 (c)**

- i) These powers are to be exercised in consultation with Finance.
- ii) The cases pertaining to modification in terms of the Contract which could be covered under clause 11, 12, 13, 14, 15 & 16 (a to b) of Section - I of DOP shall not be approved under this sub-clause.
- iii) These Powers should not be exercised for revision of item rates.
- iv) These powers will be exercised by the Contract Services in the Corporate Office in respect of contracts awarded by Corporate Contracts. In respect of contracts awarded by sites and for civil and structural packages awarded by Corporate Contracts and executed by site, these powers will be exercised by site.
- v) Concerned Functional Director shall have full powers under item 16 (c) with the concurrence of GM (F)/ED (F)

Sl. No.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.
16(d)	Modification in the terms of contract involving financial implication which is not quantifiable e.g. reduction in the value of Bank Guarantee/ change in the terms of Bank Guarantee, indices- related changes etc.	Full Powers	Full Powers in respect of all contracts approved by himself or lower authority.	Full Powers in respect of all contracts approved by himself or lower authority.	Full Powers in respect of all contracts approved by himself or lower authority.

**Remarks :16 (d)**

- i) These powers are to be exercised in consultation with Finance.
- ii) Adequate reasons to be recorded in writing in order to establish that financial implication of modification in the terms of the contract are not quantifiable.
- iii) These Powers should not be exercised for revision of item rates.
- iv) The cases pertaining to modification in the terms of Contract due to scope / quantity variations, new items / substituted items; extension in completion period; reduction / waiver of LD, grant of escalation / compensation and providing temporary relief to the contractor in exceptional circumstances shall be covered under clause 11, 12, 13, 14, 15 and 16(a) respectively of Section-I of DOP.
- v) These powers will be exercised by the Contract Services in the Corporate Office in respect of contracts awarded by Corporate Contracts. In respect of contracts awarded by sites and for civil and structural packages awarded by Corporate Contracts and executed by site, these powers will be exercised by site.

Sl. No	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.
17.	Sanction to pay and to write off demurrage and wharfage charges to Railways or port/Airport authorities or Road carriers and similar payment to customs (other than duty) on demand	Upto Rs. 4 lakh in each case subject to an aggregate of Rs. 20 lakh for a financial year for each project including approvals at lower levels	Upto Rs. 1 lakh in each case subject to an aggregate of Rs. 10 lakh for a financial year including approvals at lower levels	Upto Rs. 50,000 in each case subject to an aggregate of Rs. 5 lakh for a financial year including approvals at lower levels	Upto Rs.20000 in each case subject to an aggregate of Rs. 3 lakh for a financial year including approvals at lower levels	Upto Rs. 10000 in each case subject to an aggregate of Rs. 2 lakh for a financial year including approvals at lower levels

**Remarks :**

17.

- i) These powers are to be exercised after proper investigation in consultation with Finance.
- ii) Each case is to be interpreted as one consignment covered by each Bill of Lading / LR/RR.
- iii) Powers delegated to AGM, DGM and SM will be exercised by executives in concerned Department.
- iv) D (T) & Concerned Functional Director with the concurrence of ED (F) shall have Full Powers against this item.

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.	S.M.	M.
18.	Sale						
18.1	Administrative approval for sale of surplus / Scrap / unserviceable material other than motor vehicles and Plant & Machinery to/ through						
	a) Govt. Undertaking or SEBs	Full Powers	Full Powers	Full Powers	upto Rs. 1 lakh	-	-
	b) Others	Full Powers	upto Rs. 10 lakh	upto Rs. 5 lakh	-	-	-
18.2	Administrative approval for sale of grass	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
18.3	Administrative approval for sale of motor cycle / car / bus / jeep / ambulance or any other type of motor vehicle in cases where the	Full Powers within the guidelines issued	-		-	-	-

	vehicles are meeting the norms of disposal and where replacement(s) are not required	from time to time					
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**Remarks: 18**

- Subject to GM's approval to the material being declared as surplus/scrap/unserviceable and reserve price being fixed and the process of disposal being determined by a committee duly constituted by ED/GM, with one executive each from Material Management, user department and Finance, and further subject to such guidelines as may be issued from time to time.
- Scrap shall be cleared periodically and the powers referred to herein at 18.1 relate to each periodical disposal of each type of scrap as determined by the committee referred to above.
- Proposal for Administrative approval of sale of surplus material, beyond the powers of ED shall be referred to Director in Charge of projects for his clearance in consultation with Corporate Finance.
- Mode of disposal of surplus vehicles shall be approved by not less than GM, after they are declared as surplus without requiring any replacement and after approval of ED has been obtained for their disposal.
- Mode of disposal of surplus plant and machinery shall be approved by not less than GM, after they are declared as surplus and after approval of CMD has been obtained for their disposal.

Sl. No.	Nature of Power	E.D.	G.M.	AGM	D.G.M.
19.	Write-off :				
19.1	Any item of stores, equipment, tools, plant and materials as per prescribed norms, if applicable	upto Rs. 5 lakh for each item	upto Rs. 2 lakh for each item	upto Rs. 1 lakh for each item	upto Rs. 50000 for each item
19.2	Any shortage in chemicals, lubricants, coal and fuel oil etc., as per the prescribed norms, if applicable	Full Powers in each case as per norms	Full Powers in each case as per norms	Full Powers in each case as per norms	Full Powers in each case as per norms
19.3	Under settlement of claims on insurers and transporters	upto Rs. 10 lakh in each claim	upto Rs. 5 lakh in each claim	upto Rs. 2 lakh in each claim	upto Rs. 1 lakh in each claim

**Remarks: 19.1, 19.2 & 19.3**

- These powers shall be exercised subject to investigation and report by a committee duly constituted by ED/GM in consultation with Finance. A copy of the report together with approval for write off taken, shall be sent to Project Accounts / Corporate Accounts for necessary adjustments in Accounts.
- In respect of 19.2 the handling losses etc. shall be approved by the authorities alongside as per approved norms.
- Delegation of Powers at Sl. No. 19.1 shall also be applicable for write off, adjustments of discrepancies in an item during stock verification.
- D(T) & Concerned Functional Director with the concurrence of ED(F) will have powers upto Rs. 25 lakh against the above item at Sl. No. 19.1 and 19.3.

Sl. No.	Nature of Power	E.D.	G.M.
19.4	Shortage of cash	upto Rs. 2000 in each case	upto Rs. 1000 in each case
19.5	Outstanding debit balance appearing in the account of the employees / contractors / suppliers for more than 5 years	upto Rs. 20000 in each case	upto Rs. 5000 in each case
19.6	Unserviceable office equipment, books, stationery, furniture & fixtures, furnishings, handtools etc.	Upto Rs. 5 lakh per Project each year.	Upto Rs. 2 lakh in each year.

**Remarks:**

19.4 & 19.5

These powers shall be exercised subject to investigation and report submitted by the concerned executing Deptt. (HR/materials/Contracts/ Finance) to GM/ED.

19.6

After write off the disposal shall be in accordance with Sl. No. 18.1.

Sl. No.	Nature of Power	E.D.	G.M.
20(a)	Award of consultancy contract including invitation of tenders	Rs. 2 crore	Rs.1 crore
20 (b)	Approval for post award variations in contracts awarded as at 20(a) above.	upto Rs. 40 lakh for contracts awarded by himself or lower authority and upto Rs.30 lakh for contracts awarded by higher authorities	upto Rs.20 lakh for contracts awarded by himself and upto Rs. 10 lakh for contracts awarded by higher authorities

**Remarks:**

20.

- i) Technical approval and administrative approval of Cost Estimate shall be obtained from corresponding levels in respective indenting deptts. This delegation refers to consultancy with a professional/institution for a specific work, or assignment of a one time job of investigation / testing/review report/advice etc. on a specific issue and includes all types of survey, soil investigations, testing of samples etc. These powers are also applicable to consultancy assignment applicable to Environmental Action Plan (EAP) & Environment Impact Assessment (EIA) studies.
- ii) Soil investigation work would be treated as "works contracts" under item 4 of Section-I of this Delegation of Power instead of being treated as Consultancy contracts under this item of delegation of power so long as the work does not include recommendations to be given by the executing agency and is limited only to collection of the field data and laboratory testing.
- iii) The powers shall be exercised in consultation with Finance.
- iv) Award of Contracts upto Rs. 50,000/- each only in exceptional circumstances could be placed directly by the GM (Engg.) subject to a ceiling of Rs.2 lakh in one financial year.
- v) All cases beyond Rs.2 lakh shall be considered by a tender committee constituted as per provisions in Annex-II.
- vi) In respect of single tender pertaining to consultancy contracts the approval of award shall be as follows:  
ED Rs. 50 lakh  
GM Rs. 25 lakh
- vii) For values exceeding the powers of Executive Director approval for award of Consultancy Contracts upto Rs. 3 crore shall be accorded by D(T) and Concerned Functional Director with the concurrence of ED(F).The technical and administrative approval for requirement of the Consultancy Services in such cases would, however, be given by the Director-in-charge of the Indenting Deptt.
- viii) For contracts having award value equal or lower than the delegated authority of D(T) & Concerned Functional Director, any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.3.30 crore (including award value) shall be approved by D(T) and Concerned Functional Director with the concurrence of ED(F). However, in cases where the award value including aggregate variations exceeds Rs. 3 crore, the variation shall be limited to 10% of the award value.
- ix) For contracts having award value beyond the delegated authority of D(T) and Concerned Functional Director any deviation/ alteration from the terms of a contract having aggregate price implication upto Rs. 2 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract, shall be approved by D(T) and Concerned Functional Director with the concurrence of ED(F).

Sl. No.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.
21.	Insurance					
21.1	Administrative approval for					
	i) Marine Insurance					
	a) Open cover	Full Powers	Full Powers	Full Powers	-	-
	b) Open Policy / Specific Policy	Full Powers	Full Powers	Full Powers	upto Rs. 25 lakh	upto Rs. 10 lakh
	ii) Marine-cum-erection	Full Powers	Full Powers	Full Powers	-	-
	iii) Insurance of assets	Full Powers	Full Powers	Full Powers	-	-

21.2	Calling of tenders based on approval at 21.1 above.					
	i) Open Tender	Full Powers	Full Powers	Full Powers	Full Powers	upto Rs. 25 lakh
	ii) Limited Tender	Full Powers	Full Powers	Full Powers	upto Rs. 25 lakh	upto Rs. 10 lakh
	iii) Single Tender	Full Powers	Full Powers	Full Powers	upto Rs. 10 lakh	upto Rs. 5 lakh
21.3	Award of Insurance contract:					
	i) Open Tender	Full Powers	Full Powers	upto Rs. 50 lakh	upto Rs. 25 lakh	upto Rs. 10 lakh
	ii) Limited Tender	Full Powers	Full Powers	upto Rs. 20 lakh	upto Rs. 10 lakh	upto Rs. 5 lakh
	iii) Single Tender	Full Powers	Full Powers	upto Rs. 10 lakh	upto Rs. 5 lakh	upto Rs. 2 lakh

**Remarks :**21.1, 21.2 and 21.3

- The delegation of powers for award of insurance contract shall be exercised in consultation with Finance.
- When tenders are invited from all the existing nationalised insurance companies, power available under Open tender shall be used.
- When tenders are invited from more than one but less than all the existing nationalised insurance companies, power available under Limited tender shall be used.
- The amounts referred to herein indicates the limit of premium liability
- Single Tender is when the proposal for insurance is given to any one nominated or stipulated insurance company, as per approved policy / guidelines given from time to time.
- Whenever Private Insurance Companies are included in the list of bidders in addition to Nationalized Insurance companies, the Delegation of Power related to Works / Contracts vide Clause no. 3 & 4 under Section- I for calling of tenders & award respectively shall be applicable.

**(Added through O/O 341/2015 dated 8.9.2015)**

Sl. No.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.	M.
22.	Award of work, for repair and maintenance including rate/ running contract of civil works in plant area and township, of plant & machinery and tools and plant during construction stage						
i)	Open Tender	Upto Rs.100 lakh	Upto Rs. 50 lakh	Upto Rs. 25 lakh	Upto Rs.15 lakh.		
ii)	Limited Tender	Upto Rs.50 lakh	Upto Rs.25 lakh.	Upto Rs. 15 lakh	Upto Rs. 5 lakh	Upto Rs. 20,000	Upto Rs. 10,000
iii)	Single Tender	Upto Rs.10 lakh	upto Rs. 5 lakh	Upto Rs. 3 lakh	upto Rs. 1 lakh	upto Rs. 10,000	upto Rs. 5,000

**Remarks :**22.

- Subject to usual approval of cost estimates and adherence to tendering procedures, cost estimates may be approved at the level of approval for award as delegated herein for open tender. Calling of tenders may be done by one level below the level of approval for respective award.
- The powers shall be exercised in consultation with Finance. The powers delegated upto Rs. 50,000/- may be exercised without finance concurrence. However, the contracts awarded without Finance concurrence shall be entered in a register as per Proforma at Annexure-III as per the DOP. This will be open to check by internal audit.
- In case of award of contracts on Single Tender basis based on the Policy guidelines from Corporate Centre to registered cooperative of Project Affected Persons, the powers mentioned against item no. 22(ii) i.e. Limited Tender would be applicable.
- Items not covered here are to be dealt with under item 66,67 and 68 of Section IV.
- Extent of power in case of Single response against Open Tender shall be the same as those for Limited Tender.

- vi) D (T) and Concerned Functional Director will have full power subject to financial concurrence by ED (F).

Sl. No.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.	M.	D.M.
23.	Issue of materials from Stores on the basis of Stores Issue Voucher	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Upto Rs. 5 lakh

**Remarks: 23.**

Subject to observance of laid down procedures.

Sl. No.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.	M.	D.M.
24.	Issue of Stores Receipt Voucher	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers

**Remarks: 24**

- i) Subject to observance of laid down procedures
- ii) In the absence of executives in the level of Dy. Manager/ Manager, the Head of Project may authorize an executive one level below Dy. Manager to issue SRV.

S.No.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.	M.	D.M.
25.	Authorising payments against Bills for works/supply /services/fuel (advance/running/final Bills)	Full Powers	Full Powers	Full Powers	Full Powers	Upto Rs. 50 lakh	Upto Rs. 25 lakh	Upto Rs. 15 lakh

**Remarks: 25.**

- i) The powers of DM may also be exercised by E2 in the event of non-availability of Dy. Manager.
- ii) This item is not for authorising expenditure, but for verification of bills for expenditure already approved by Competent Authority. **(Modified through Office Order No.358/2017)**

Sl. No.	Nature of Power	E.D.	G.M.
26.(a)	Hiring of vehicles	Full Powers	Full Powers

**Remarks: 26. (a)**

- i) Powers to be exercised in consultation with Finance.
- ii) AGM In-charge of Projects shall exercise his powers only in exigencies in the absence of GM/Head of Project.
- iii) Exercise of this delegation shall be subject to laid down norms.

Sl.No.	Nature of Power	ED	GM
26.(b)	Hiring of Tools & Plants / Cranes for Project Construction activities	Full Powers	Full Powers

**Remarks: 26(b)**

- (i) These powers shall be exercised by the Projects in consultation with Finance as per laid down norms and keeping in mind contract provision if hired out to contractors. Tools & Plants / Cranes so hired shall be made available to the Contractors on chargeable basis wherever the Contract Price includes deployment of Tools & Plants / Cranes by the Contractor for execution of work.
- (ii) Procedure for Hiring of Tools & Plants / Cranes and issuance of the same to the Contractors shall be governed by the System Circular issued by Corporate Contracts Department.



## GENERAL NOTES:

- Note 1 Enlistment of vendors duly pre-qualified shall be subject to approval of ED (CC&M) at Corporate Centre, GM/ ED at Projects and ED at Regions.
- Note 2 The power delegated to Manager under the above delegation at Sl. No. 6, 9,18,22,23 and 25 may be exercised by a Dy. Manager with the specific approval of the GM/ED if the Manager is not in position in the concerned Deptt./Group.
- Note 3 All proposals for approval required at a level higher than ED in respect of cases emanating from the Project offices shall be routed through ED (CC&M) and ED (Finance) for approvals of D(T) and Concerned Functional Director / CMD/ Committee of Functional Directors for Contracts/ Sub-Committee/Board.
- Note 4 All proposals for approval of CMD/ Committee of Functional Directors for Contracts /Sub-Committee/Board shall be forwarded through ED (CC&M), ED (Finance) , D (T), Concerned Functional Director and D (F).
- Note 5 For cases where after invitation of bids, it becomes necessary to cancel the existing tenders and invite fresh bids, the powers for cancellation of tenders shall be as under:  
  
In case where bids have not been received, the authority empowered to invite the bids shall also have the powers to cancel such tenders. However, in case where, after invitation, bids have been received and opened, the authority empowered to approve the award of such contracts, shall have the powers to cancel such tenders.
- Note 6 "Full powers" wherever used shall not exceed the power of CMD.
- Note 7 Delegation of Powers to sign contracts/Purchase orders on behalf of NTPC subject to the contracts being vetted by Finance and the standard form of the contract vetted by Legal Deptt. shall be as follows :

	<u>Authority to Approve</u>	<u>Authority to Sign</u>
I	Board/Sub-Committee of the Board/ Committee of Functional Directors for Contracts/CMD/ Directors	Not below the level of Sr. Manager
II	ED/GM	Not below the level of Manager
III	AGM/DGM	Not below the level of Dy. Manager
IV	Sr. Manager/Manager	Not below the level of Sr. Officer/Sr. Engineer
a)	The authority approving the award of contracts will also have the power to sign the contract.	
b)	The delegation does not cover the contracts which are to be executed under common seal of the Company as per specific Resolution of the Board of Directors/Sub-Committee of the Board/ Committee of Functional Directors for Contracts.	

- Note 8 The powers for cancellation/termination of the Contract either in part or in full, as the case may be, shall be as follows:

Sl. No.	Subject	Competent Authority to approve cancellation/ termination of Contract	Authority to Sign	Remarks
I.	Cases where the approving authority for award of contract is Committee of Functional Directors for Contracts /sub-committee of the Board/Board of Directors	CMD	Not below the level of Sr. Manager	The proposal for cancellation/termination of the contract shall be put up to the CMD through ED (CC&M), D(T), Concerned Functional Director and D (F).
II.	Cases where the approving authority			

	for award of contract is - Directors/CMD:		
	a) in the case of contracts awarded from Corporate Centre except civil & structural packages	ED (CC&M)	Not below the level of Manager
	b) Civil & Structural packages awarded from Corporate Centre	RED	Not below the level of Manager
	c) in the case of Contracts awarded from Projects/ Region	RED/ ED at Project	Not below the level of Manager
III.	Cases where the approving authority for award of contract is ED or below:		
(a)	in case of contracts from Corporate Centre except civil & structural works	The authority competent to award the Contract but not below DGM level at Corporate Centre	Not below the level of Dy. Manager
(b)	in the case of Contracts awarded from Project/ Region and also for civil and structural contracts awarded from Corporate Centre	Executives at the same level as the authority competent for award of contract but not below DGM level at respective project/region	Not below the level of Dy. Manager

The above does not cover contract scope deletion/addition under quantity variation provisions in the contract which shall be dealt with under the relevant provisions.

Cancellation/termination of the contract shall be in consultation with Finance. Further, the notice of cancellation/termination shall be vetted by Legal Deptt.

Note 9 Renting of NTPC owned special wagons to the external agencies as well as the corresponding rental charges and other terms & conditions whenever such wagons are not required for NTPC's own projects work shall be approved by ED(OS) at Corporate Centre. Revision of hire charges, if necessary, should be made once in two years with the concurrence of Finance at appropriate levels.

Note10 The provisions contained under clauses 2,3 and 4 of Section-I of DOP pertaining to the approval of cost estimate, calling of tenders and approval of award for plant and machinery, tools and plants etc. shall also be applicable for lease/lease-cum-purchase of construction equipment, pollution control equipment etc.

Note11 Whenever a Project is headed by an executive occupying a level which is one level lower than that sanctioned for the Head of that project, such Head of project shall exercise the power of such higher level post which, though sanctioned, has not been filled up.

Note-12 Rate Contracts for a period of one year or more but not exceeding two years may be entered into with suppliers/manufacturers/ service providers with the approval of Competent Authority not below the level of GM or Head of Project depending upon total value of procurement during the period of the Rate Contract and the mode of tendering adopted within the powers delegated to them. Requirement against these rate contracts shall be projected by the indenters to the concerned procurement group after seeking technical and administrative approval from the competent authority specified in the scheme of Delegation of Powers, but at a level not lower than DGM and also after obtaining budget certification. As per the requirement projected, individual awards against these rate contracts shall be approved by the authority competent to approve the award of contract against Open Tender. Procurement should be made as per terms of the approved Rate Contract in consultation with Finance.

For individual award under Rate Contract, Tender Committee will not be necessary.

Cumulative value of individual awards under a Rate Contract shall not exceed the original approved value of the Rate Contract. If the cumulative value exceeds the original approved value of the Rate Contract, fresh approval of the cumulative value of the Rate Contract is to be obtained from the appropriate authority as per DOP, before issue of further order(s).

Note-13 The delegation of Powers provided in Section I of DOP shall also apply for Renovation & Modernization (R&M) schemes subject to investment approval of Board/ Competent Authority. Further, in case of R&M schemes where there is a need to expedite the R&M activities, specific approval of CMD would be required to exercise the Powers under SI.No.2,3,5 & 6 of Section I of DOP by the authorities to whom such powers have been delegated, pending investment approval. Price Bids shall be invited only after investment approval in case of two stage bidding or bids shall be opened after investment approval in case of single stage bidding (Single envelope or two envelope).

Even after approval has been obtained from the Board/ Competent Authority for R&M Schemes, approval of the Purchase Indents / Works Estimates as per sl. no. 2 of this Section is required to be obtained.

Note-14 In case of single-stage two-envelope bidding, approval for opening of price bids is to be obtained from the authority competent to approve the award based on estimated value. In case of two-stage bidding, approval for inviting price bids is to be obtained from the authority competent to approve the award based on estimated value. However, where approving authority is Board of Directors or its Contracts sub-committee or Committee of Functional Directors for Contracts, approval for opening / inviting price bids is to be obtained from the Chairman & Managing Director”.

Note-15 Period contract is a contract which has been awarded for a specific period mentioned in the contract. Annual Rate Contract is an example of Period contract. Any fresh extension of such a contract is to be considered as a single tender award. Hence a separate proposal need be initiated for award of a single tender contract. However, where provision of extension is in-built in the original contract, approval shall be required from the authority competent to approve award for revised value (inclusive of original award value).

Note-16 For the purpose of DOP:

Multiple response but single technically acceptable offer against Open Tender shall be treated as Single Response against Open Tender.

Single response against Limited Tender shall be treated as Single Tender.

Multiple response but single technically acceptable offer against Limited Tender shall be treated as Single Tender.

Note-17 Concerned Functional Director: means

1. D (Pro)- for thermal/ hydro/gas Project
2. D (Oper.)- for Renovation & Modernization and Mining
3. D (Tech)- for REDG.

However, for section-I, wherever powers are exercised by D(T) and Concerned Functional Director with concurrence of ED(F), in that case, for Departments under control of D(T), powers shall be exercised by Group of Directors comprising D(T) and D(O), with concurrence of ED (F). **(Modified through Office Order No.301/2011)**

Note-18 Powers against serial no. 3, 4, 4A, 6, 7, 10 are to be exercised by executives of Contracts Department.

Note-19\* Powers of Executive Director are to be exercised by Head of Region, irrespective of level. Executive Director (ED)/ Group General Manager (GGM) heading a Project shall exercise 75% of the Power of Regional Executive Director (RED) wherever power of RED has been specified in monetary terms. Where RED has been delegated full powers, ED/GGM heading a Project shall also exercise full powers in respect of those items. At Project / Region / Corporate Centre, Powers of GM are to be exercised by General Managers other than those heading a Project / Station for their respective functions.

**(Modified through Office Order No.369/2017 dated 25.10.2017)**

Note- 20.

In case of proposals to be undertaken by the Infrastructure division, delegation under clause 1,2,11 & 12 can be exercised by Infrastructure division. **(Inserted through Office Order No. 326/2014)**

Note- 21

Section-I

In respect of proposals to be undertaken by Infrastructure division, ED (HR & Infra.) shall exercise powers of RED. **(Inserted through Office Order No. 326/2014)**

Note- 22

In respect of proposals to be undertaken by Infrastructure division, Powers available under clause 1,2,11 & 12 to Director (Technical) or Director in charge of Engineering shall be exercised by Director (HR). **(Inserted through Office Order No. 326/2014)**

Note-23

In case of packages awarded from Regions, powers under Section-I of the Scheme of Delegation of Power shall be exercised by the executives of Regions in same manner as being used by executives of Site in case of site awarded packages. **(Inserted through Office Order No. 329/2014)**

Note-24

(i) Direct procurement can be made through Government e-Marketplace (GeM) for procurement for amount upto Rs. 50,000/-. Procurement above Rs. 50,000/- and upto Rs. 5 lacs can be made through tools for online bidding and/or online reverse auction available on GeM.

(ii) For Direct procurement upto Rs.50,000/- at GeM the procurement shall be covered under Sundry Purchase and powers applicable for procurement from Super Bazar/Public Sector/Kendriya Bhandar shall be applicable.

(iii) For procurement above Rs. 50,000/- through tendering at GeM, the powers under open tender shall be applicable.

The above powers are for a single product and applicable only for purchase made through GeM. **(Inserted through Office Order No. 363/2017 dated 21.6.2017)**

Note-25\*

A committee of Executive Directors consisting of ED (CC&M), ED (Engg.) , ED(PP&M) and respective RED (with ED (Finance) as concurring authority) shall exercise full powers for calling of tenders and approve award proposals having value beyond the power of ED (CC&M) and upto Rs. 75 crore.

For this purpose, Level of Tender committee (TC), nomination of TC and approval of TC shall be the same as may be applicable when level of approval is ED as contained in Annex-II of Section-I. **(Inserted through Office Order No.369/2017 dated 25.10.2017)**

**\*It may be noted that the above arrangement may be subject to review once the concept of shared services is implemented fully across the Company.**

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## PROJECT COST CONTROL SYSTEM (PCCS)

(As placed before CMC in its 30<sup>th</sup> meeting held on 20.04.2011)

### 1.0 PURPOSE

To monitor the Expected Cost to Completion of NTPC Projects and R&M Schemes and exercise Management Control thereon.

### 2.0 SCOPE

This System is applicable for Packages awarded by Corporate Contracts, Regions and Sites in respect of Coal based Projects and Gas/Liquid fuel based Projects and R&M Schemes. For Hydro projects a separate PCCS as approved by Competent Authority will be applicable.

### 3.0 DEFINITIONS

**3.1 Feasibility Report (FR):** FR is the document detailing out systems and equipments, estimated costs, cost of energy and financial analysis of the project to establish that the project is techno-economically viable and environmentally compatible.

**3.1.1 Original Approved Cost (ORC):** Cost of the Project (FR Cost) approved by the Competent Authority as per DOP at the time of Investment Approval.

**3.2 Revised Cost Estimate-1 (RCE-1):** RCE-1 is a document consisting of updated technical details of various systems / equipments, scope of supply of equipments covered in various packages and total estimated cost of the Project broken down under various heads along with component wise variances with reasons and financial analysis

**3.2.1 Subsequent RCEs:** Subsequent RCEs are documents consisting of brief summary of the Project including latest cost of the Project under various heads alongwith component wise variances with reasons and financial analysis.

### 4.0 REFERENCES

- 4.1 Doc. No. QS-01-ESN-P-01 Project Formulation (Pre-FR/FR), Advance Expenditure and Investment Approval.
- 4.2 Doc. No. QS-01-ESC-P-01 Preparation of the Pre-FR/FR Cost Estimate and its approval
- 4.3 Doc. No. QS-01-ESC-P-02 Preparation and Approval of NIT Cost Estimate.(Corporate Centre)
- 4.4 Doc. No. QS-01-PEO-P-10 Process for Clearance of Deviations from Technical Specifications (Deviation Disposal).
- 4.5 Doc. No. QS-01-ESC.-P-06 Procedure for Technical Approval of Post-award Scope Change for Thermal Projects.
- 4.6 Doc. No. QS-01-ESC-P-03 Preparation of RCE and its approval.

### 5.0 PROCESS

#### 5.1 RESPONSIBILITY FOR MONITORING OF PROJECT COST

5.1.1 In order to have an effective control over costs, the Expected Cost To Completion (ECTC) shall be monitored on a regular basis.

5.1.2 The responsibility of monitoring the capital cost and expenditure of the Project, submission of periodical Reports to Management and further follow up shall be of Cost Engineering Department at Corporate Centre.

#### 5.2 PREPARATION OF COST ESTIMATES AT VARIOUS STAGES

During the implementation period of the Project, Cost Estimates of the Project and/ or its Packages are prepared at various stages viz:

- i) Feasibility Report
- ii) NIT cost estimate for each Package
- iii) Cost Commitment Status Reports
- iv) RCEs

### **5.3 COST VARIATIONS**

The Project Cost may undergo changes at any of the above-mentioned stages due to one or more of the following reasons:

- i) Physical Changes i.e. Scope / Quantity Variations including new/substituted items with reference to FR/RCE/LOA
- ii) Change in prices due to escalation
- iii) Delays over Project Schedule
- iv) Changes in Duties and Taxes
- v) Exchange Rate Variations
- vi) Natural calamities
- vii) Changes in Statutory requirements relating to Environment, R&R etc.
- viii) Geological surprises
- ix) Others

### **5.4 CONTROL COST OF THE PROJECT**

#### **5.4.1 Control Cost at Various Stages**

The Project Cost is subdivided into cost of various Packages (Corporate, Regional and Site). The Control Cost of the Project is the cost over which the Cost Variations in various Packages of the Project are to be worked out and monitored. The Control Cost of various Packages at various stages of Project implementation shall be as follows:

#### **a) Pre-award (before LOA) Stage Control Cost of the Package**

- i) The Control Cost shall be the Package Cost as worked out on the basis of details included in the approved FR.
- ii) For cost of new items / substituted items and / or Packages not identified in the FR (but subsequently approved by Competent Authority, as per Delegation of Power), the estimated cost shall be de-escalated to base date of approved FR cost.

#### **b) Post-award Stage Control Cost of the Package**

The Control Cost shall be Cost of Package as per LOA, as originally awarded.

- 5.4.2 The system of preparation of Technical scope, corresponding Cost Estimates, reasons for variations w.r.t. Control Cost, Technical and Administrative approval process for variations due to physical changes occurring on account of changes in scope/ quantities/ new/ substituted items at various stages during the Project/ Package implementation is as follows:

### **5.5 FEASIBILITY REPORT (FR)**

- 5.5.1 FR Cost Estimate shall be prepared as per the procedure laid down in Document QS-01-ESN-P-01 and QS-01-ESC-P-01 and shall be the Control Cost till such time the cost is updated further with the approval of Competent Authority. The respective groups of the Project Engg. shall work out the various area-wise/system-wise quantities and also clearly define the basis for arriving at such quantities, which will be considered for working out FR cost. To make the FR Cost Estimate realistic, it is essential that the selection of Site for the Project, General Layout of the Plant (including major facilities), Design parameters are decided on Techno-economic considerations of the Project and BOQ of major Packages are prepared taking into account the Bill of Material (BoM), specifications and information available in Data Bank. To arrive at the optimum selection of various Systems / Sub-systems, detailed investigations on various aspects may be conducted. The system/ area wise quantities and the Cost Estimates projected in the Feasibility Report should be realistic.

- 5.5.2 The FR shall be the base document for monitoring and controlling the Project Cost. All efforts shall be made by concerned Groups/Engineers to work within the provisions in the FR to the extent possible. The subsequent design changes after FR approval, as found necessary and advantageous in the interest of reliability and efficiency of the Plant or on account of any new environmental norms/stipulations or any other justified reasons and not affecting the time schedule may be considered. Full details of advantages and Cost Variation on account of such changes shall be documented and submitted to Management for approval at various stages.

## **5.6 NIT COST ESTIMATE**

- 5.6.1 The NIT Cost Estimate, as approved by the Competent Authority, as per Delegation of Power (DOP), is a pre-condition for issue of NIT by Contracts Department. The Scope of work, BOQ and the Total Costs given in FR are split up into various Corporate/Regional/Site Packages to be tendered and approval of Competent Authority obtained for Package list. For the purpose of NIT Cost Estimates, complete details of the Scope, Quantities, System/Sub-system shall be ascertained and Cost Estimates prepared.
- 5.6.2 The responsibility for preparation of Package-wise NIT Cost Estimate thereof shall be of the Corporate Engineering, Regional Engineering, Site FES for their respective Packages included in the approved Package List considering the Scope / BOQ, rates for relevant items duly escalated to current period, capacity factor adjustment (if required), Taxes and Duties, as applicable. Latest approved FR Cost shall be the Control Cost while preparing NIT Cost Estimate for the relevant Package. The NIT Cost Estimate shall be compared with approved FR Cost Estimate. Analysis should be carried out to identify major head-wise variations and approval of such variations should be obtained as per DOP.

## **5.7 REASONS FOR VARIATIONS**

At the time of preparation of NIT Cost Estimate of various Packages, variations w.r.t. FR cost may occur due to changes in layout, material, scope, design, availability of more field data, improvements in system parameters, etc. While preparing the Technical Specifications, Engineering shall compare various systems, parameters, quantities, design methods, etc., envisaged in the input documents viz. FR. In case of improvements in specifications, if some changes with respect to FR are incorporated in the Specifications, the reasons for the same shall be recorded by the concerned Engineering Department in the proposal for approval of Specifications / BOQ / NIT Cost Estimate. The BOQ shall clearly indicate the additions/deletions with respect to approved FR. Any change from the standard specifications shall also be highlighted.

## **5.8 APPROVAL FOR VARIATIONS**

The Variation in NIT Cost Estimate shall be worked out and compared to the Cost of FR by Cost Engineering Department for Corporate Packages, Regional Engineering for Regional Packages and by Field Engineering Services (FES) for Site Packages and approval for Variations shall be obtained along with Technical and Administrative Approval of NIT Cost Estimate, as per DOP.

## **5.9 LETTER OF AWARD**

- 5.9.1 Contracts Department (Corporate/Region/Site – as applicable) shall provide copies of Letter of Award / Contract Agreement including Amendments (if any) thereof after receipt of accepted copy from the Contractor. Accordingly the break-up of Award price and filled up Format 2.0 & 3.0 will be generated by Cost Engg. department based on aforesaid documents. The filled up project-wise format 2.0 & 3.0 will be sent to Corporate Contracts/Regional C&M for corporate/regional packages respectively for verification & certification regarding the correctness of data. The format 4.0 will be filled by Site P&S department.

## **5.10 POST-AWARD VARIATIONS**

- 5.10.1 The originally awarded Contract price shall be the Control Cost for the purpose of Post - award Cost Variations.

The concerned Engineering (Corporate/Regional/Site – as applicable) shall make all-out efforts to execute the Contract within the BOQ/Scope of work included in the LOA. During detailed engineering, deletions / additions in the ordered quantity/scope of work may take place due to change in the system requirement/improvements.

- 5.10.2 To have effective Cost Control, it is essential to closely monitor the Engineering/site progress of each Package by concerned Engineering (Corporate/Regional/Site – as applicable) and site at regular intervals. so that a fair assessment of the expected Package Cost could be worked out and variations approved by Competent Authority, as per Delegation of Powers.
- 5.10.3 During Post-award Stage, Physical Changes (Refer para 5.3 (i) above) are likely to take place resulting in variations in the Contract price, due to the following reasons:
- a) Variations in items and quantity (including New and Substituted items) based on detailed engineering and drawings released by respective Engineering groups.
  - b) Variations in items and quantity (including New and Substituted items) on account of Site requirement/conditions.
- 5.10.4 During the course of execution of a Package, if any additional related work is proposed to be executed by Site, prior Technical Approval will be taken before execution of work. In respect of Corporate/ Regional Packages, Site shall forward the Note complete with details and costs regarding the related work through Field Engg. Services (FES) of the Project and Head of Project to concerned Engineering (Corporate or Regional, as applicable) giving justification for the proposed additional related works. The concerned Engineering will review the proposal and process for Technical approval, as per DOP. In case of Site (FES) engineered Packages, FES will arrange the Technical Approval.
- 5.10.5 The execution of work on account of variation due to scope / quantity variation / new items/ substituted items, etc. over NOA/LOA Price during Post-award, shall be undertaken after obtaining Technical Approval and Administrative Approval for issue of change order. However, under urgent situation (as decided by Head of the Project), work may be undertaken before Administrative Approval but after obtaining the Technical Approval. In such cases Administrative Approval should be obtained preferably within thirty (30) days from receipt of technical approval in case the unit rates are available in the Contract and preferably within 90 days from receipt of Technical Approval in case the unit rates are to be negotiated with the Contractor by a duly constituted Committee (in line with the targets for ISO Quantity Objectives of CC&M division). Engg. member in the Committee shall be nominated in the Technical Approval itself. Further, in critical cases including unforeseen situations where the Technical approval is likely to be delayed due to any reason, the execution Department can be given technical clearance pending formal Technical Approval, after specific clearance from ED(Engg.) for Corporate packages, ED(Region) for Regional packages and Head of Project for site Packages. In such cases Technical approval should be obtained preferably within 15 days and Administrative Approval should be obtained preferably within thirty (30) days from receipt of technical approval in case the unit rates are available in the Contract and preferably within 90 days from receipt of Technical Approval in case the unit rates are to be negotiated with the Contractor by a duly constituted Committee (in line with the targets for ISO Quantity Objectives of CC&M division).

## **5.11 TECHNICAL APPROVAL AND ADMINISTRATIVE APPROVAL:**

The responsibility centres for initiation, review and Technical Approval and Administrative Approval for variations has been elaborated in the document as at para 4.5. Process for Technical approval is detailed in the Procedures as per para 4.5 above and is briefly given below.

### **5.11.1 Technical Approval**

- 5.11.1.1 The process for approval of scope changes in a Package may be initiated based on (i) written request from Contractor, (ii) written request from the Site, (iii) changes noted



during detailed engineering. However, the responsibility of identifying the Post-award scope changes during detailed engineering is of the concerned Engineering departments who have done the detailed engineering of the package (i.e Corporate Project Engg., Regional Engg. & FES/Executing deptt).

5.11.1.2 The concerned Engineering (Corporate Engg., Regional Engg. or FES –as applicable) will review the designs/quantity periodically for the items specified in BOQ and identify (i) any increase/decrease in LOA quantity within the limits prescribed in LOA, (ii) any increase/decrease in LOA quantity above the limits prescribed in LOA and (iii) New / Substituted items. Based on the review, the concerned Engineering will initiate a proposal giving details and reasons for scope changes as per Annexure-II and put up for Technical Approval. Wherever unit rates are not available in the LOA, those items will be considered under new items.

5.11.1.3 For Civil & Structural packages, the procedure for obtaining Technical approvals on account of the quantity Variation is given below:

- i) A Joint Review between concerned Engineering and Site execution department shall be held at Site periodically for every Package. Site shall furnish a Report to the concerned Engineering department (Corporate Engg., Regional Engg. as applicable) covering the item-wise details of the LOA quantity and, cumulative quantity executed in respect of item rate Contracts. During the above Joint Review, the new/substituted items and increase / decrease in LOA Quantity within and over & above the variation limits prescribed in the LOA shall be ascertained with reasons. In respect of other than item rate Contract, the variations shall be ascertained for the changes in scope including New and Substituted items. If required in case of urgency or for cases of large variations in terms of cost or for any other reasons, Joint Reviews may be held earlier.
- ii) After analysis of variations as at para (i) above, the Proposals for Technical Approval of Competent Authority, as per DOP, shall be initiated by the concerned Deptt. immediately after the Joint Review but preferably not later than fifteen (15) days from the date of such review.
- iii) The concerned Engineering(Corporate Engg., Regional Engg. or FES - as applicable) shall be responsible for getting Technical Approvals preferably within thirty (30) days of initiation/receipt of Proposal.

5.11.1.4 The Proposal for Technical Approval of scope changes shall be initiated along with duly filled in Scope Change Amendment Authorisation Format (Annexure-II) along with Scope Change/Cost Variations Analysis.

5.11.1.5 The Estimated Rates considered for the purpose of Technical Approval are for facilitating working out financial implications for determining the level of Competent Authority for according technical approval only. Commercial implications as may be applicable are to be finalized by nominated committees as per DOP for obtaining administrative approval considering applicable contract provisions.

5.11.1.6 For corporate packages, Corporate Cost Engineering Department will process the note for technical approval as per DOP along with scope change format (viz. Scope Change Cost Variance Analysis Form) as at Annexure-I based on the inputs received from Project Engineering.

#### **5.11.2 Administrative Approval:**

5.11.2.1 After the Technical Approval, the concerned Contracts department (Corporate contracts, Regional C&M, Project C&M- as applicable) shall initiate a proposal for Administrative Approval as per DOP. In the case of Civil & Structural Packages, the Technical Approval of proposal shall be sent to the concerned site for Administrative Approval as per DOP. Wherever rates are not available in the LOA, the rates shall be negotiated and finalized by a Committee constituted as per the DOP before Administrative Approval.

5.11.2.2 After Technical Approval, the Administrative Approval shall be obtained preferably within 30 days of receipt of Technical Approval in case the unit rates are available in the

Contract and preferably within 90 days from receipt of Technical Approval in case the unit rates are to be negotiated with the Contractor by a duly constituted Committee (in line with the targets for ISO Quantity Objectives of CC&M division). Representative of concerned contracts department on the committee will be the coordinator and shall be responsible to seek Administrative Approval.

- 5.11.2.3 The concerned Contracts Department (Corporate/Regional/Site) shall furnish to Corporate Cost Engg. Deptt. and concerned Engineering (Corporate/Regional/ FES) the amendments including the final rates/ prices for the amendments/change orders, as soon as they are finalised giving reference to the Technical Approval note for scope changes.

- 5.12 The system for Post Award review & obtaining technical & administrative approval for scope changes as well as Project Cost Control System (PCCS) for Hydro power projects shall be governed by a separate system duly approved by Competent Authority.

### 5.13 REVISED COST ESTIMATES (RCE)

After the Engineering designs for the Project are frozen and orders for all major packages are placed, the Revised Cost Estimate-1(RCE-1) for the Project with latest Cost Estimates shall be prepared irrespective of Variation at such stage from the original Approval Cost and got approved from Competent Authority as per DOP Subsequent RCEs called RCE-II, RCE-III shall be prepared on every projected additional increase of ten percent (10%) of the latest Approved Cost and will be similarly processed for approval, as per DOP (Doc. No. QS-01-ESC-P-03 Preparation of RCE and its approval). This process shall only be an updation of Cost Variations analysis and financial analysis.

### 5.14 Annual Review:

- 5.14.1 In order to ensure proper monitoring of the Capital expenditure at the Commitment stage (i.e subsequent to placement of any award), the Cost Commitment Status Reports for on-going projects shall be prepared by Cost Engineering Department at Corporate Centre on Annual basis and submitted to Authorities mentioned in para 5.14.2 below. The objective of preparing this Report is to provide information to Management regarding provisions available in approved FR/RCE vis-a-vis the Commitments made for various Packages already awarded. This Report shall be prepared after the award of Main Plant Package and continue to be prepared, up to one year after the last unit of the Project is declared commercial based on the inputs provided by concerned Project Sites, Regional Offices, Corporate Contracts and Corporate Finance (International Finance) in the prescribed formats enclosed as detailed below.

i) **Formats 1.0, 2.0, 3.0 & 4.0:** These are the summary formats indicating the aggregate and Package wise approved Cost and total committed Cost including Scope Changes for Corporate, Regional and Site awarded Packages. Formats 2.0, 3.0 & 4.0 will be filled up on annual basis. Format 1.0 will be filled up by Corporate Cost Engg. based on data available in Formats 2.0, 3.0 & 4.0.

ii) **Format 5.0:** This format shall be filled up on annual basis by International Finance for the payments released package-wise for packages awarded from Corporate Centre/Region/Site

iii) **Format 6.0:** This format shall be filled up by Site Finance for the payments released from Site for the packages awarded from Corporate Centre/Regions/Sites and would be sent on annual basis.

iv) **Format 7.0:** T&CC offices located at Kolkata, Mumbai, Chennai and at other places shall fill up the format for each Project for the payment released for Custom Duty, Port Charges (PC) and Local charges, wherever applicable, would be sent to concerned Site (Finance) on annual basis.

- 5.14.2 The Commitment Status Report shall be sent to D(T), D(Proj), D(F), STA to CMD, ED(Engg.), ED(CC&M), ED(Finance), concerned Regional ED, concerned Head of the Project, GM(PE) / GM(Hydro) / GM(R&M) (as applicable) and GM(CMG).

## **5.15 EXPECTED COST TO COMPLETION (ECTC) REPORT**

For the purposes of monitoring the Completed Cost of the Project, Expected Cost to Completion (ECTC) Report shall be prepared by Cost Engg. Deptt. on annual basis in October each year. This Report shall be submitted to CMD through ED (Engg) / ED (Fin) / D (T) / D (Proj.) / D (F) for information in the enclosed Formats No. 8.0 (Summary of Project Capital Cost) and No. 9.0 (Analysis of Variations). The Report shall primarily cover Approved Cost, Expected Cost to Completion, Variations w.r.t Approved Cost categorized under various heads. However, IDC and other centages and overheads like project management cost, pre-commissioning expenses, consultancy cost etc. will be considered as per the data available in the latest annual plan.

## **5.16 DEVIATION FROM PCCS**

Any variation / amendment in Project Cost Control System or any individual case requiring deviation from this system shall require approval of CMD.

### **Formats of Cost Commitment Report**

**Format – 1.0:** Status of Commitments – Summary Sheet

**Format – 2.0:** Status of Commitments – Packages awarded from Corporate Centre

**Format – 3.0:** Status of Commitments – Packages awarded from Regional Offices

**Format – 4.0:** Status of Commitments – Packages awarded from Site

**Format – 5.0:** Payment Details – Foreign Currency Payments

**Format – 6.0:** Payment Details – Rupee Payments for Packages awarded from Corporate Centre/Regions/Sites

**Format – 7.0:** Details of Custom Duty & PCLC

### **Formats of Expected Cost to Completion (ECTC) Report**

**Format 8.0:** Expected Cost to Completion – Summary of Project Capital Cost

**Format 9.0:** Expected Cost to Completion – Analysis of Variations

### **Annexures:-**

**Annexure-I :** Scope Change Cost Variance Analysis Form

**Annexure-II :** Scope Change Amendment Authorization format

**Revised Project Cost Control System (PCCS) for  
Hydro Projects**

**1.0 PURPOSE**

The Committee on management controls in its 24<sup>th</sup> meeting on 16.09.2008 approved Revised Project Cost Control system (PCCS) for Hydro Projects with immediate effect. This circular shall prescribe uniform procedure for Post Award Review and Processing of proposals for Technical and Administrative Approval of Scope Change and quantity deviations arising during execution of a contract as per revised PCCS system for Hydro Projects.

**2.0 SCOPE**

This System is applicable for Packages awarded by Corporate Contracts, in respect of Hydro Projects.

**3.0 DEFINITIONS**

**3.1 Pre Feasibility Report / Feasibility Report (PFR/FR):** is the document detailing preliminary details of the project components, estimated costs, cost of Energy and financial analysis of the Project to establish that the project is techno commercially viable.

**3.2 Detailed Project Report (DPR):** Detailed Project Report is a document consisting of updated technical details of various project components and total estimated cost of the Project broken down under various heads and financial analysis for submission of CEA for accord of techno economic clearance of the project.

**3.3 Original Approved Cost (ORC):** Cost of the Project approved by the Competent Authority as per DOP at the time of Investment Approval.

**3.4 Revised Cost Estimate (RCEs):** is a document consisting of brief summary of the project including latest cost of the Project under various heads along with component wise variances with reasons and financial analysis based on Revised Cost.

**3.5 Design concept/intent:** The design concept/intent of the component under consideration means concept used for design of the Component.

Decision in this regard may be taken by HOP/ED-(Hydro) based on the recommendations of the site committee and if required PE-Hydro maybe consulted.

**3.6 Construction Emergency:** means the situation where threat of life and property and/or safety issues are involved and work cannot proceed.

**3.7 Major quantity variation:** Variation beyond variation limit provided in contract (or a variation of +/- 20% of original BOQ quantity of the item(s) under consideration, if no variation limit is specified in the contract.)

**3.8 Base Date:** The date of base indices as defined in the contract for the purpose of price adjustment.

**3.9 Applicable date of control cost:** Same as base date.

**4.0 POST AWARD COST VARIATIONS**

**4.1 CONTROL COST OF THE PROJECT**

**4.1.1** The Control Cost of the Project is the cost over which the Cost Variations in various Packages of the Project are to be worked out and monitored.

The Control Cost shall be Cost of Package as per LOA, as originally awarded. The estimated cost of new/ substituted/ altered items shall be as on the base date for the LOA.

For the purpose of working out the variation w.r.t. the control cost, the cost estimates for variations beyond permissible limits and/or new/substituted/ altered items, shall be prepared

as on applicable date of the control cost. The estimates shall be adjusted for escalation and exchange rates to reflect the cost estimate as on the applicable control cost date.

The system of preparation of technical scope, corresponding cost estimates, reasons for variations w.r.t. control cost, technical and administrative approval process for variations at various stages in the project/ package life cycle has been specified in relevant document.

#### **4.2 REASONS FOR VARIATIONS**

During Post-award Stage, Physical Variances are likely to take place resulting in increase / decrease in the Contract Price, due to site conditions/requirements, design changes system changes etc. The Variations during Post Award Stage may arise due to the following reasons:

- a) Detailed engineering drawings released for construction by project engineering.
- b) Site requirement/ conditions
  - i) For changes not affecting design concept/intent
  - ii) For changes affecting design concept/intent.
- c) Construction Emergencies.

#### **4.3 PROCESS & RESPONSIBILITY**

The detailed process, responsibility centre for initiation, review and technical and administrative approval for all variations, including new, substituted/altered items shall be as follows:

##### **4.3.1 TECHNICAL APPROVAL**

##### **4.3.1.1 RESPONSIBILITY & PROCESS**

###### **a) For changes due to detailed engineering drawings**

Drawings released for construction by PE- Hydro group at a level not less than CDE shall be construed to have technical approval for scope change/quantity variation/ new items/ substituted items/ altered items. However, PE-Hydro shall initiate the proposal for obtaining final technical approval from the competent authority (for construction drawings released, revision in issued construction drawings) for scope change/ quantity variation/ new items/ substituted items/ altered items periodically/ whenever major quantity variation occurs in one month. PE-Hydro shall maintain record of all such approvals. A copy of the approved note shall be sent to RHQ (Engg.), Site FES for record purpose and Cost Engg. Deptt. for Project Cost Control updation purposes immediately after accord of approval.

###### **b) For changes due to site requirement/ condition**

###### **i) Changes not affecting the design concept/ intent**

Project/ site shall obtain/ accord technical approval for changes due to scope change/ quantity variation/ new items/ substituted items/ altered items etc. due to site factors which are not affecting the design concept/ intent such as:

- Excavation
- Dewatering
- Over breaks
- Grouting
- Rock supports
- Site adaptations
- Construction facilities requirements
- Changes in construction methodology
- Geological changes/ surprises etc.

#### **Note:**

1. Decision of HOP regarding factors not affecting the design concept/ intent, taken based on recommendations of a committee consisting of representatives of construction department, FES & NTPC geologist, shall be final. Involvement of geologist shall be for related items only.

2. Based on decision of HOP, Site execution department shall initiate the proposal for Technical Approval of Competent authority.
3. Technical approval for the above shall be accorded by HOP/ ED(Hydro) {Director(Projects) shall have full powers} as per powers available for corresponding levels in CI 11.1 sec-I of DOP till separate delegation is made.
4. FES shall maintain record of all such approvals and forward a copy of the approved note to RHQ (Engg.) for record purpose, PE-Hydro for issuing the revised construction drawing incorporating the changes and Cost Engg. Deptt. for Project Cost Control updation purposes immediately after accord of approval.

**ii) Changes affecting the design concept/ intent**

PE-Hydro shall accord technical approval for changes due to scope change/ quantity variation/ new items/ substituted items/ altered items within 30 days from the date from which change due to site condition is identified and proposal for TA is initiated by site.

PE-Hydro shall maintain record of all such approvals. A copy of the approved note shall be sent to RHQ (Engg.), Site FES for record purpose and Cost Engg. Deptt. for Project Cost Control updation purposes immediately after accord of approval.

**iii) Changes due to construction emergencies**

HOP shall accord technical approval for changes which require immediate action based on recommendation of Site technical committee comprising members from FES, Construction Deptt. & NTPC geologist. Involvement of geologist shall be for related items only.

The technical approval accorded by HOP shall be forwarded to PE-Hydro for ratification. PE-Hydro may advise modification in respect of works yet to be carried out, if required, within 7 days. On receipt of advice site execution department shall initiate proposal for TA of Competent Authority. TA for the aforesaid shall be accorded by HOP/ED(Hydro) {Director (Projects) shall have full powers} as per powers available for corresponding level in CI.11.1 Sec I of DOP till separate delegation is made.

FES shall maintain record of all such approvals and forward a copy of the approved note to RHQ (Engg.) for record purpose, PE- Hydro and Cost Engg. Deptt. for Project Cost Control updation purposes immediately after accord of approval.

- 4.4.0** While processing technical approval, it may be noted that the rates considered in the proposal are for facilitating working out financial implications for the purpose of identifying level of competent authority for according technical approval only. The rates considered in the proposal for Technical approval should be based on either the Contractors proposal or engineering estimates. Commercial implications as may be applicable are to be finalized by nominated committees as per DOP for obtaining Administrative approval, considering applicable contract provisions.

## **5.0 ADMINISTRATIVE APPROVAL**

- 5.1.0 a)** Standing Committee consisting of representatives from PE-Hydro, CS- -Hydro and Corporate Finance shall be constituted (package wise) at the level of E-7/E-6 to finalize the rates for new items/ substituted items/ altered items required during execution arising due to changes at detailed engineering (released construction drawing), and site requirement/ condition (changes affecting the design concept/ intent). Based on the recommendations of the committee, Administrative approval of the competent authority shall be obtained by Corporate Contracts. Administrative approval shall be obtained within 45 days after accord of technical approval.
- 5.1.0 b)** Another Standing Committee consisting of representatives from Site Execution department, Site Finance, Site C&M, Site FES shall be constituted (package wise) at the level of E7/E6 to finalize the rates for new items/substituted items/altered items required during execution arising due to changes out of site requirement/condition (changes not affecting the design concept/intent) and construction emergencies. Based on the recommendations of the committee, Administrative approval of competent authority shall be obtained by site contracts within 45 days after accord of technical approval.

- 5.2.0 a)** In cases where execution of work for new items/ substituted items/ altered items has been undertaken with Technical Approval, payments (if any) to the Contractors, can be made on specific approval of HOP in consultation with Finance. The aforesaid payments shall not exceed eighty percent (80%) of the estimated cost of the proposed scope change based on the rate recommended by standing committee in the note initiated for administrative approval.
- 5.2.0 b)** For new items, in case rates cannot be finalized by committee within stipulated time schedule, provisional payment not exceeding 80% shall be released with approval of HOP, based on provisional rate proposed by committee. In such cases, the rates shall be finalized within one month of collection of representative data for analysis of rate and subsequent administrative approval.
- 5.3.0** After receipt of released construction drawings, the standing committee will initiate proposal for the quantity variation for administrative approval of competent authority in respect of items where no rate revision is involved as per provisions of DOP. Based on released construction drawings, for items varying from the BOQ quantities, on account payment based on rates as per BOQ shall be released based on execution department certification, as per established procedures. After administrative approval, site / corporate contracts shall send a copy of amendment to corporate/ site contracts, PE Hydro, cost engineering, site execution, site finance, and RHQ contracts for records. However, for all civil contract packages, the amendment to LOA / Contract should be issued only by site contract department.
- 5.4.0** Wherever required, to arrive at the prime cost for New Items / Claims, account of Labour, Material, Plant and Equipment as deployed / involved in the execution of works, duly verified by the Engineer - in - Charge or any Officer duly authorized by him [other than the member of the Standing Committee (s)] along with the rate analysis submitted by the Contractor with supporting Vouchers / relevant documents will be provided to Committee(s). Any Additional Records / Documents required by the Committee(s) are also to be provided by the EIC or any officer authorised by him in a time bound manner.
- 5.5.0** In general, the Standing Committee (s) shall meet once in a month to avoid accumulation of cases and settle rate (s) for new items / altered / substituted items simultaneously to avoid any accumulation of cases. However, the frequency of the Meetings could be need based and at least once in a month.
- 5.6.0** If the Contractors do not submit necessary Records / documents / Rate justification including any additional Records / documents not provided in the beginning and required during the course of meeting of the Standing Committee (s) within one month period, the Committee (s) will work out the rates and finalize the same on the basis of NTPC analysis.
- 5.7.0** The Standing Committee(s), after review and examination of the documents / records etc. shall discuss, negotiate, & finalize the rate(s) for new / Altered/Substituted Item(s) with the Contractor make best efforts to obtain his consent for obtaining administrative approval of Competent Authority within 45 days from the date of technical approval.
- 5.8.0** The role of the Convener of the Standing Committee(s) inter-alia shall include but not limited to collection of records / documents wherever necessary, to prepare Draft Reports and facilitate the Standing Committee(s) in finalizing the rates. Convener for the committee shall be site contracts/ corporate contracts.
- 5.9.0** The change orders arising out of the administrative approvals as above shall be issued by the site/ corporate contracts department, with a copy to corporate/ site contracts, PE Hydro, cost engineering, site execution, site finance and RHQ contracts for records. However, for all civil contract packages, the amendment to LOA / contract should be issued only by Site contract department.

- 5.10.0 Any other unresolved issues/ claims raised by the Contractor involving interpretation on technical specification/ contract provisions etc. shall be settled by the engineer-in-charge in consultation with PE-Hydro and CS- Hydro.
- 5.11.0 Hydro being a new area, with further experience gained in executing hydro projects, modifications as necessary may be carried out from time to time to make 'PCCS-Hydro' more relevant with the approval of Committee on Management Control.
- 6.0 This circular issues in accordance with the last Para of the Minutes of Committee on Management Controls held on 16/09/2008



**NTPC LIMITED  
CONTRACTS AND MATERIAL DEPARTMENT  
HYDRO REGION HEADQUARTERS**

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Ref :- 01/HyRHq /C&M/PCCS

Date:- 30.06.2009

**Circular No - 02/2009**

**Sub: - Modification in Procedure of Revised Project Cost Control System (PCCS) for Hydro Projects.**

This has reference to our earlier Circular No. 01/2008 issued vide Ref:- 01/HyRHq /C&M/PCCS dated 27.11.2008 in respect of Procedure of Revised Project Cost Control system( PCCS) for Hydro Projects.

The following modifications are to be incorporated in the above circular.

- i) In Para 5.3.0 initiation of the proposal for quantity variation cases by Standing Committee is not required.
- ii) In respect of quantity variation cases, Corporate Contracts/Site C&M shall initiate the proposals. The cases to be initiated by Corporate Contracts shall be sent to Site GM/RED (Hydro) through Sr.Mgr.(CS)/DGM(CS) for administrative approval as per requirement of DOP. Likewise, cases to be initiated by Site-C&M shall also be processed through Sr. Mgr. (C&M) / DGM (C&M) for administrative approval of Site GM/RED (Hydro) as per requirement of DOP.
- iii) In respect of cases involving finalisation of rates for new items, Standing Committee (Corporate/Site) of the level of E-7/E-6 shall initiate the proposals and put up for administrative approval of Competent Authority as per DOP. However depending upon the nature of the proposal, the same may be got reviewed at Site/Regional Headquarters before according approval. The proposals requiring approval of Group of Directors / Board of Directors need to be routed through ED (CC&M) /ED (Engg)/ED (Fin) before approval of competent authority.

This issues with the approval of Competent Authority.

A.S.R.Gupta  
AGM(C&M)

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## ANNEXURE-II TO SECTION –I\*

**CONSTITUTION AND APPROVAL OF TENDER COMMITTEE**

S.No.	Level of Approval	Level of TC		Nomination of TC		Approval of TC	
		At CC	At Project	At CC	At Project	At CC	At Project
1.	SM	E4	E4	Sr. Manager	Sr. Manager	DGM(CS)/(CM)	Head of C&M
2.	DGM/AGM	E5/E4	E5/E4	Sr. Manager	Sr. Manager	DGM(CS)/(CM)	Head of C&M
3.	GM	E6/E5	E6/E5	HOD/DGM	HOD/DGM	GM(CS)/(CM)	GM/AGM (I/c)
4.	ED	E7/E6	E7/E6	GM/AGM	GM/AGM(I/c)	ED(CC&M)	ED
5.	CMD/ Directors	E7	E7	GM/ ED	GM/ ED	ED(CC&M)	ED
6.	Committee of Functional Directors/ Contracts Sub-Committee	E8/ E7	E8/ E7	ED	ED/RED	ED(CC&M)	RED
7.	Board	E9/E8	E9/E8	Director/ED*	Director/RED	CMD	CMD

\* Wherever ED is reporting directly to CMD.

**NOTES:**

1. The members of Tender Committee at appropriate level shall consist of one representative each from Indenting, Procurement /Contracts and Finance Deptt. For tenders invited on Risk and Cost of the Contractor for Thermal Power Projects, Tender Committee shall also consist of a representative of the concerned Thermal Power Projects of appropriate Level. It may be noted that in Tender Committee constituted as per serial no. 6 & 7, representative of the concerned Thermal Power Project shall be General Manager (Project) or Head of Project.
2. Negotiations with bidders, if necessary, will be carried out by Tender Committee with the approval of the authority competent to approve the award up to serial No. 4. In case of approving authority being CMD /Directors, such approval will be given by ED (CC&M) / RED. In case of awards to be approved by the Committee of Functional Directors/Contracts Sub-Committee/Board, this approval shall be obtained from CMD.

**\*(As modified vide Office Order No.337/2015 dated 16.7.2015, 340/2015 dated 30.7.2015 and 361/2017 dated 15.6.2017)**

MANUSCRIPT REGISTER OF PURCHASE/WORKS ORDER  
AWARDED WITHOUT PRIOR FINANCE CONCURRENCE

S.No.	Tender Notice No/Iniquity No	Date of Issue of Notice/Inquiry	Nature of Tender open/Limited	Date of Opening	Names of Parties Tendering
1	2	3	4	5	6

Names of Officers who were associated at the time of opening	Particular of Works	Name of Contractor to whom awarded	LOI/Acceptance letter No. & Date	Value of Work	Scheduled date of completion
7	8	9	10	11	12

Note: This register shall be put up at the end of each month to an Executive of a level not less than a Senior Manager for his information and his signature obtained thereon

**PARTICULARS TO BE FURNISHED BY THE OFFICIAL (SUPERVISOR/E-1)  
MAKING THE SPOT PURCHASE TO THE AUTHORITY WHO AUTHORISED  
THE PURCHASE**

1. Material with quantity authorised for purchase
2. Name of the Officers who did the purchase
3. No. of quotations obtained
4. Particulars of quotations.
  - a) Name of the parties
  - b) Quantity offered
  - c) Price per unit
  - d) Total Value
5. Whether the price is regarded reasonable (with reference to the prevalent market prices or with reference to the previous purchase price taking into account any known variation in prices).
6. Particulars of order placed
  - a) No. & Date of the Order
  - b) Name & address of the party
  - c) Material
  - d) quantity
  - e) Value
  - f) Payment by Cash/by Cheque

## **SECTION II**

### **DELEGATION OF POWERS FOR OPERATION AND MAINTENANCE OF GENERATING STATIONS**

While implementing the DOP, the user should refer to the "Remarks" appearing at the end of the item as well as to the "General Notes" appearing at the end of this Section.

## DELEGATION OF POWERS FOR OPERATION AND MAINTENANCE OF GENERATING STATIONS

Sl.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.
1.	Works : Technical and administrative approval of cost estimates				
a)	All programmed works, other than scheduled periodical overhaul, relating to O&M of plant	Full Powers	Full Powers	Upto Rs.1 cr.	Upto Rs. 10 lakh
b)	Scheduled Periodical overhauling of units.	Full Powers	Full Powers	Upto Rs.2 cr.	Upto Rs. 30 lakh
c)	All works relating to repair & maintenance of township / plant area				
	i) Alteration/Modification	Upto Rs. 50 -lakh	Upto Rs.20 lakh.	—	—
	ii) Maintenance / Repair	Full Powers	Full Powers	Upto Rs. 10 Lakh	Upto Rs. 5 lakh
d)	New Works in plant area/township	Upto Rs. 50 -lakh	Upto Rs.20 lakh	—	—
e)	All works of emergent nature relating to Capital addition/ repair and maintenance.	Upto Rs.50 lakh	Upto Rs. 20 lakh	—	—

### Remarks:

- i) Subject to provision in O&M budget except for item 1 (e). Item 1(c) shall be met from a lump sum provision made in the O&M Budget each year against this item. Item 1(d) relates to items of New Works specifically provided in the approved O&M Budget being operationally necessary but not directly remunerative.
- ii) Powers under item 1 delegated below GM will be exercised by Executives in concerned O&M Deptt. at station / Regional OS /CC-OS. **(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**
- iii) All works under item 1 (c) (i), 1 (d) and 1 (e) will be subject to clearance by FES at station.
- iv) Emergent works will be of unforeseen nature arising out of floods, fire, earthquakes, explosion, flash overs, accidents and other similar incidents. Quarterly reports of such cases shall be sent to Regional ED, D (O) & D (Fin).
- v) The cost estimates are to be vetted in Finance before approval of the competent authority.
- vi) In case of revision in already approved cost estimate on account of changes in taxes & duties necessitated due to change in funding/mode of tendering without any change in the scope of work, the revised cost estimate shall be got vetted from Finance and put up for approval as per above delegation. However, proposals requiring approval at levels higher than Regional ED may be approved by Regional ED in such cases.
- vii) If capital addition, not envisaged in approved FR, is proposed within the period allowed by the Regulatory Authority, such proposal for capital expenditure shall be routed through Corporate Commercial Department.
- viii) Item 66(a), (c), (d), (e) of Section-IV shall not apply for item 1(c), (d), (e) hereof.
- ix) D (HR) shall have full power for township related works and D (O) shall have full powers for plant related works under clause c),d) & e) subject to financial concurrence by GM(F)/ED(F).

Sl.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.
2.	Calling of tenders for works approved vide 1 above					
2.1	Open tenders	Full Powers	Full Powers	Upto Rs. 3 crore	Upto Rs. 2 crore	Upto Rs. 50 lakh
2.2	Limited tender	Full Powers	Full Powers	Upto Rs. 50 lakh	Upto Rs. 25 lakh	Upto Rs.10 lakh
2.3	Single tender on original equipment suppliers/ manufacturers/Public Sector Undertakings/ Central/ State Govt. Departments	Full Powers	Full Powers	Upto Rs. 50 lakh	Upto Rs. 25 lakh	Upto Rs. 10 lakh
2.4	Single tender on grounds of urgency	Upto Rs. 2 Cr.	-Upto Rs. 1Cr.	Upto Rs. 10 lakh	—	—
2.5	Single tender on grounds of Single source Certificate / Single source standardization / Single vendor enlistment.	Full Power	Full Power	Up to Rs. 50 lakh	Up to Rs.25 lakh	Up to Rs.5 lakh
2.6	Single tender on grounds other than 2.3, 2.4 & 2.5 above	Upto Rs. 25 lakh	Upto Rs. 10 lakh	Upto Rs. 5 lakh	—	—

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

Remarks:

- i) Open tender enquiry by advertisement would not be necessary in view of the high cost of advertisement, where the estimated value of procurement is less than Rs. 50 Lakh. There shall be no objection to limited tender enquiry being issued in such cases subject to (v) below. If however, for any valid and compulsive reason open tender enquiry by way of advertisement is considered as justified for procurement estimated at less than Rs. 50 Lakh approval for the same may be taken at a level not less than DGM.
- ii) In case of vendor enlistment done by way of pre-qualification of vendors through press advertisement all Eligible Enlisted Vendors will be considered as the approved list of vendors for that tender and issuing tender enquiry to all such approved vendors shall be treated as Open Tender (sl. No. 2.1) for calling of tender, if number of such Eligible Enlisted Vendors is four or more. If the number of eligible enlisted vendors for the case is less than four but more than one, it may be treated as Limited tender (sl. No. 2.2) for calling of tender.  
In exceptional circumstances where the enquiry is not sent to all the eligible enlisted Vendors, the reasons for omitting certain Vendors shall be recorded in writing while seeking approval for calling of tenders from competent authority. In such cases the powers in DOP, as applicable for Limited Tender shall apply. **(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**
- iii) Tenders shall be called by the Materials Management /Contracts group in the project/ station and by Contracts & Materials group at Regions or Corporate Materials/ Central Procurement Cell at CC in case of centralised procurement. **(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**
- iv) For limited tender above Rs. 50 Lakh and single tender enquiries reasons for adopting such modes of tendering shall be recorded in writing while obtaining approval of the Competent Authority.
- v) Limited Tender enquiry is to be invited from all the parties in the approved list of vendors / contractors in view of Office Order No.265/2007.
- vi) Bids under clause 2.3 shall be called from both original equipment suppliers and Original equipment manufacturers wherever original equipment manufacturer/original equipment supplier is known and approachable

- vii) Under 2.3 the works on Single Tender from Original Equipment Supplier / Original Equipment Manufacturer shall be subject to a certificate at the level of DGM of the indenting Deptt. along with indent that it is technically necessary to get the work done by the Original Equipment Supplier / Original Equipment Manufacturer.
- viii) Certificate of availability from a single source or urgency shall be at a level not less than DGM of the indenting Deptt along with indent.
- ix) Single tender as at SI No.2.6 may be resorted to in exceptional circumstances where adequate response at economical rates, within the time available is not expected by taking recourse to open/limited tenders.
- x) This power will be exercised subject to following:

- a) QR for open tender beyond Rs.3 crore for region/site (cases not covered in Central Procurement Enlistment), will be approved by a QR committee to be constituted at region with members at the level of E7/E7A with one representative each of Engg., Contracts and Finance at Regional level in addition to one member from Corporate Engg.. Member from Corporate Engg. shall be nominated by ED (Engg.), while other members shall be nominated by ED of the Region. ED of the Region shall be the chairman of QR Committee at regional level.

For Vendor Enlistment at Regions/CC on Pan-NTPC basis, QR shall be finalized through a QR committee in line with the vision document for Vendor Enlistment. Committee Members shall be of minimum E7 level. At CC members shall be from OS (Convenor), CPC, Engg. & Finance, at Regions members shall be from OS (Convenor), C&M & Finance.

For Vendor Enlistment at the station, QR shall be finalized by QR committee to be constituted at the station with members at E7 level or above from indenting department (Convenor), C&M and Finance to be nominated by HOD of respective Department and approved by Head of the station not below GM.

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

- b) D(T) & D(O) with the concurrence of ED(F) will have full powers in respect of calling of single tenders.
- c) All PAC and OEM/OES cases beyond Rs. 1 crore will be referred to a Committee to be constituted at regional level with members not below the level of E7 from OS, P&S and Materials Deptt. to ascertain the availability of alternate sources of supply. ED of the Region shall be the competent authority to nominate the committee members and to approve recommendations of the committee.

All PAC and OEM/OES cases beyond Rs. 50 Lakh and upto Rs.1 crore will be referred to a Committee to be constituted at site with members not below the level of E7 from Indenting Deptt., P&S and Materials Deptt. to ascertain the availability of alternate sources of supply. Head of the Station shall be the competent authority to nominate the committee members and to approve recommendations of the committee.

However, any work approved by ED (OS) to be undertaken through OEM/OES for all Stations/Projects, shall not be required to be referred to the Committee as mentioned above. The Indentor shall provide necessary OEM/OES certificate with the PR.

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

- xi) EMD need not be asked for limited tenders with estimated cost of upto Rs.10,00,000/- and all single tenders. Further, EMD need not be taken from IIMs/ IITs/ NITs/ IISc./ CBRI/ CPRI/ GSI/ CWPRS/ CWC and other Govt. Institutes/ agencies (excluding PSUs) irrespective of nature of tendering. **(As modified through Office Order No.327/2014)**



Sl.	Nature of Power	ED	G.M.	A.G.M.	D.G.M.	S.M.
3.	Approval of award of contracts against tenders invited vide 2 above					
3.1a	Open tender	Upto Rs. 25 crore	Upto Rs. 5 crore	Upto Rs. 2 crore	Upto Rs. 1 crore	Upto Rs. 25 lakh
3.1b	Single response against open tender	Upto Rs. 4 Crore	Upto Rs. 1 crore	–	–	–
3.2	Limited tender	Upto Rs. 4 Crore	Upto Rs. 1 crore	Upto Rs. 25 lakh	Upto Rs. 10 lakh	Upto Rs 5 lakh
3.3	Single tender in case of original equipment suppliers/ manufacturers	Upto Rs. 4 Crore	Upto Rs. 2 crore	Upto Rs. 1 crore	Upto Rs. 25 lakh	Upto Rs 5 lakh
3.4	Single Tender on Public sector Undertakings /Central / State Govt. Departments for Specified Works	Upto Rs. 2 crore	Upto Rs. 1 crore	Upto Rs. 50 lakh	–	–
3.5	Single tender on grounds of Urgency	Upto Rs. 1 crore	Upto Rs. 50 lakh	Upto Rs. 10 lakh	–	–
3.6	Single tender on grounds of Single source Certificate/ Single source standardization / Single vendor enlistment	Up to Rs 4 crore	Up to Rs 2 crore	Up to Rs 1 crore	Up to Rs. 10 lakh	Up to Rs 2 lakh
3.7	Single tender on grounds other than 3.3, 3.4,3.5 & 3.6 above	Upto Rs.15 lakh	Upto Rs. 7.5 lakh	Upto Rs. 3 lakh	–	–

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

Remarks:

- i) For value exceeding delegation of ED and upto Rs.100 crore, approval for award of Contracts shall be accorded by D(T) & Concerned Functional Director with the concurrence of ED(F).
- ii) All tenders valued at more than Rs.5 Lakh shall be considered by a Tender Committee consisting of Representatives from Contract Services/Materials Management Services, concerned Indenting department and Finance at the levels indicated in Annex-I. Finance will be associated in all tender openings.
- iii) Cases not considered by a Tender Committee shall be subject to prior finance concurrence. However, such concurrence is not required for orders valued upto Rs. 50,000/- provided such orders are not placed on Single Tender. The Contracts awarded without prior finance concurrence shall be entered in a register as per proforma at Annex-II This will be open to check by internal audit.
- iv) In case of single response against limited tender retendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/negotiated but reasons thereof will be recorded in writing and submitted to the competent authority for approval treating the same as single tender on grounds of urgency.
- v) In case a ring is suspected, besides other actions to break the ring as may be necessitated retendering shall be resorted to.

- vi) The powers referred to herein shall apply to the award value. Any reimbursement of duties and taxes at actuals, need not be included for this purpose.
- vii) A Monthly management information report shall be submitted by contract services at site to ED in respect of contracts awarded on Single Tender on grounds of urgency or Single Tender as per sl. no. 3.7
- viii) In case of award of contracts on Single Tender basis based on the Policy guidelines from Corporate Centre to registered cooperative of Project Affected Persons, the powers mentioned against item no. 3.2 i.e. Limited Tender would be applicable.
- ix) Specified Works would, inter-alia, include works related to Plantations, Afforestation, Roads, Deep Wells, Loco Maintenance etc.

Sl.	Nature of Power	ED	G.M.	AGM
3A a)	Approval for award of Deposit Works to various Govt. Agencies including Technical approval and Administrative approval of Cost Estimates.	Upto Rs.5 crore	Upto Rs. 2 crore	Upto Rs. 1 crore
b)	Post –award variations for works as at 3A(a) above			
	i) For works approved by higher authority	Any deviation/ alteration having aggregate price implication upto the value of his award powers under this item or 20% of the value of the work, whichever is lower, including approvals at lower levels.	Any deviation/ alteration having aggregate price implication upto the value of his award powers under the mode of tendering relevant to the subject contract or 10% of the value of the work, whichever is lower.	-
	ii) For works approved by himself or at lower level.	Any deviation / alteration having price implication upto 30% of the value of the work in the aggregate including approvals at lower levels.	Any deviation / alteration having price implication upto – 20% of the value of the work in the aggregate.	-

**Remarks:**

- i) Only those works are to be carried out under deposit works which fall under the jurisdiction of various Govt. agencies and it is obligatory on the part of NTPC to get the work done through such agencies only. However, concerned Executive Director may also approve works to be executed as Deposit Works even in those cases where it is not obligatory on the part of NTPC to do so, provided the work is being executed by Govt. Departments.

- ii) These powers shall be exercised in consultation with Finance.
- iii) For value exceeding delegation of ED and upto Rs. 100 crore, approval for award of Contracts shall be accorded by D (T) & Concerned Functional Director with the concurrence of ED (F).
- iv) For contracts having award value equal or lower than the delegated authority of D(T) & Concerned Functional Director any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.110 crore (including award value) shall be approved by D(T) and Concerned Functional Director with the concurrence of ED(F).

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
4.	Purchase: Technical approval and administrative approval of indents for items to be purchased with estimated value thereof.					
4.1	Plant and Machinery and special tools and plant other than motor vehicles, and replacements.	Full Powers	Full Powers	Upto Rs. 10 lakh	Upto Rs.5 lakh.	-
4.2	Plant and Machinery and special tools and plant in replacement of existing ones excepting motor vehicles	Full Powers	Full Powers	Upto Rs. 25 lakh	Upto Rs.10 lakh.	Upto Rs. 5 lakh
4.3	Stores and spares	Full Powers	Full Powers	Upto Rs. 1 crore	Upto Rs.25 lakh.	Upto Rs. 5 lakh
4.4	Centralized spares	Full Powers	Upto Rs. 50 lakh	-	-	-

Remarks:

- i) Cost estimates are to be vetted in Finance before approval of the competent authority and the powers are to be exercised subject to Budget Provision.
- ii) The specifications shall be prepared in consultation with Field Engg. Services & FQA for quality plans & inspection. For selected items that are to be processed at CC/ Region, specification shall be prepared by Corporate OS/ Regional OS. **(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**
- iii) Replacement shall be programmed on condition basis only after expiry of normal life of an asset.
- iv) In case of premature replacement on grounds of obsolescence or condition basis, prior approval of ED shall be obtained.
- v) Vehicles mounted cranes and fire engine mounted on truck chassis which are functionally different from transport vehicles are excluded from the term motor vehicles used in clause 4.1 and 4.2 above.
- vi) Powers at Sl.No 4.1 to 4.3 delegated below GM shall be exercised by Executives in Concerned department at Station / Regional OS /CC-OS. **(As modified vide Office Order No. office Order No. 345/2016 dated: 14.1.2016)**
- vii) If capital addition is proposed after last unit is declared commercial, such proposal shall be routed through 'Commercial' Department.
- viii) The common High Value Critical Spares are to be considered as "Centralised Spares" which are to be kept in a common pool for meeting any emergency in any of the Projects. Further, procurement of all Centralised Spares shall be done subject to clearance by Corporate OS at a level not less than GM/ AGM.

- ix) No separate approval shall be required for indents raised automatically by the system based on the activity based budget after considering quantity in pipeline and such indents shall be considered as approved. However indents shall be reviewed by Head O&M before floating enquiry.
- x) No separate approval shall be required for indents raised by the system through Material Requirement Plan (MRP) run in ERP based on MRP parameters approved by Head of Project. Such system generated indents shall be considered as approved.
- xi) This delegation can also be used for procurement of steel through tendering procedure. **(Inserted through Office Order No.320/2014)**

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
5.	Calling of tenders for indents approved vide 4 above					
5.1	Open tender	Full Powers	Full Powers	Upto Rs. 3 crore	Upto Rs. 2 crore	Upto Rs. 50 lakh
5.2	Limited tender	Full Powers	Full Powers	Upto Rs. 50 lakh	Upto Rs. 25 lakh	Upto Rs. 10 lakh
5.3	Single Tender					
a)	Where PAC has been given or Single source standardization / Single vendor enlistment	Full Power	Full Power	Up to Rs.1 crore	Up to Rs 25 lakh	Up to Rs.10 lakh
b)	In case of original equipment suppliers / manufacturers/ Public sector Undertakings / Central / State Govt. Departments.	Full Powers	Full Powers	Full Powers	Upto Rs. 50 lakh	Upto Rs. 10 lakh
c)	On ground of urgency	Upto Rs. 2 crore	Upto Rs. 1 crore	Upto Rs. 10 lakh	—	—
d)	On grounds other than (a), (b), (c) above	Upto Rs.25 lakh	Upto Rs. 10 lakh	Upto Rs. 5 lakh	Upto Rs. 1 lakh	—

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

Remarks:

- i) Open tenders by advertisement would not be necessary in view of the high cost of advertisement, where the estimated value of procurement is less than Rs. 50 Lakh. There shall be no objection to limited tender enquiry being issued in such cases subject to (v) below. If however, for any valid and compulsive reason open tender enquiry by way of advertisement is considered as justified for procurement estimated at less than Rs. 50 Lakh, approval for the same may be taken at a level not less than DGM.

- ii) In case of vendor enlistment done by way of pre-qualification of vendors through press advertisement, all Eligible Enlisted Vendors will be considered as the approved list of vendors for that tender and issuing tender enquiry to all such approved vendors shall be treated as Open Tender (sl. no. 5.1) for calling of tender, if number of such Eligible Enlisted Vendors is four or more. If the number of eligible enlisted vendors for the case is less than four but more than one, it may be treated as Limited Tender (sl. no. 5.2) for calling of tender.

In exceptional circumstances where the enquiry is not sent to all the eligible enlisted Vendors, the reasons for omitting certain Vendors shall be recorded in writing while seeking approval for calling of tenders from competent authority. In such cases the powers in DOP, as applicable for Limited Tender shall apply.

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

- iii) Tenders shall be called by the Materials Management / Contracts group in the project/ station and by Contracts & Materials group at Regions or Corporate materials / Central Procurement Cell at CC in case of centralised procurement. . **(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**
- iv) For limited tender above Rs.50 lakh and single tender enquiries reasons for adopting such modes of tendering shall be recorded in writing while obtaining approval of the Competent Authority.
- v) Limited Tender enquiry is to be invited from all the parties in the approved list of vendors / contractors in view of Office Order No.265/2007.
- vi) Bids under 5.3(b) shall be called from both original equipment suppliers and Original equipment manufacturers wherever original equipment manufacturer/original equipment supplier is known and approachable.
- vii) Under 5.3(b) the procurement on Single Tender from Original Equipment Supplier / Original Equipment Manufacturer shall be subject to a certificate at the level of DGM of the indenting department along with indent that it is technically necessary to procure the item from the Original Equipment Supplier / Original Equipment Manufacturer.
- viii) Certificate of availability from a single source including PAC or urgency shall be at a level not less than DGM of the indenting department along with indent.
- ix) Single tender as at SI No.5.3 (d) may be resorted to in exceptional circumstances where adequate response at economical rates, within the time available is not expected by taking recourse to open/limited tenders.
- x) This power will be exercised subject to following:
- a) QR for open tender beyond Rs.3 crore for region/site (cases not covered in Central Procurement / Rate Contract) will be approved by a QR committee to be constituted at Region with members at the level of E7/E7A with one representative each of Engg., Contracts and Finance at Regional level in addition to one member from Corporate Engg. Member from Corporate Engg. shall be nominated by ED (Engg.) while other members shall be nominated by ED of the Region. ED of the Region shall be the chairman of QR Committee at regional level.  
**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**
- b) D(T) and Concerned Functional Director with the concurrence of ED(F) will have full powers in respect of calling of single tenders.
- c) For cases / items identified for Central Procurement / Rate Contract/Bulk procurement at CC to be done through open tender or through NIT among enlisted vendors. For OT, QR shall be finalized by QR Committee (s) to be constituted with members at minimum E7 level from Corporate OS, Corporate Engg, CPC and Corporate Finance, nominated by ED / GM of

respective department. Representative of OS shall be Member Secretary and ED (OS) shall be Chairman of QR Committee. In case of Rate Contract / bulk procurement at region for stations within the region through Open tender or through NIT among enlisted vendors. For OT, QR shall be finalised by QR committee constituted with members from OS, C&M and Finance Representative of OS at region shall be Member Secretary and RED shall be Chairman of Committee. **(As modified vide Office Order No. 371/2017 dated: 9.11.2017)**

For Vendor Enlistment at Regions/CC on PAN-NTPC basis, QR shall be finalized through a QR committee in line with the vision document for Vendor Enlistment (GM-CPC/001 dated 6.2.15). Committee Members shall be of minimum E7 level. At CC members shall be from OS (Convenor), CPC, Engg. & Finance, at Regions members shall be from OS (Convenor), C&M & Finance.

For Vendor Enlistment at the station, QR shall be finalized by QR committee to be constituted at the station with members at E7 level or above from indenting department, C&M and Finance to be nominated by HOD of respective Department and approved by head of the station not below GM.

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

- d) All PAC and OEM/OES cases beyond Rs. 1 crore will be referred to a Committee to be constituted at regional level with members not below the level of E7 from OS, P&S and Materials Deptt. to ascertain the availability of alternate sources of supply. ED of the Region shall be the competent authority to nominate the committee members and to approve recommendations of the committee.

All PAC and OEM/OES cases beyond Rs. 50 Lakh and upto Rs. 1 crore will be referred to a Committee to be constituted at site with members not below the level of E7 from Indenting Deptt., P&S and Materials Deptt. to ascertain the availability of alternate sources of supply. Head of the Station shall be the competent authority to nominate the committee members and to approve recommendations of the committee.

However, any work approved by ED (OS) to be undertaken through OEM/OES for all Stations/Projects, shall not be required to be referred to the Committee as mentioned above.

The Indentor shall provide necessary OEM/OES certificate with the PR.

**(As modified vide Office Order No 345/2016 dated: 14.1.2016)**

- xi) EMD need not be asked for limited tenders with estimated cost of upto Rs.10,00,000/- and all single tenders. Further, 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. **(As modified through Office Order No.327/2014)**

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
6.	Approval of Award of Contract called vide 5 above					
6.1a	Open tender	Upto Rs. 25 crore	Upto Rs. 5 crore	Upto Rs. 2 crore	Upto Rs. 1 crore	Upto Rs.25 Lakh
6.1b	Single response against open tender	Upto Rs. 4 crore	Upto Rs. 1 crore	-	-	-
6.2	Limited tender	Upto Rs. 4 crore	Upto Rs. 1 crore	Upto Rs. 25 lakh	Upto Rs. 15 lakh	Upto Rs 5 lakh
6.3	Single tender					
a)	Where PAC has been given or Single source standardization / Single vendor enlistment	Up to Rs 2 crore	Up to Rs 1 crore	Up to Rs 50 lakh	Up to Rs 15 lakh	Up to Rs.5 lakh

b)	In case of original equipment suppliers/ manufacturer/ Public Sector Undertakings Central / State Govt. Departments	Upto Rs. 4-crore	Upto Rs. 2 crore	Upto Rs. 1 crore	Upto Rs. 50 lakh.	Upto Rs. 10 lakh
c)	On grounds of urgency	Upto Rs. 1 crore	Upto Rs. 50 lakh	Upto Rs. 10 lakh	Upto Rs. 2 lakh	-
d)	On grounds other than (a), (b) and (c) above.	Upto Rs. 25 lakh	Upto Rs. 7.5 lakh	Upto Rs. 3 lakh	-	-

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

Note: Wherever Multiple Sources have been standardised through process of open tendering, and on the recommendation of a duly constituted committee including a representative from Finance, DOP as applicable to Open Tender may be applied provided tender enquiry has been issued to all the Standardised sources not being less than four. This will not apply to procurement through Single Source Standardisation.

Remarks:

- i) For value exceeding delegation of ED and upto Rs.100 crore, approval for award of Contracts shall be accorded by D(T) & Concerned Functional Director with the concurrence of ED(F).
- ii) All tenders valued at more than Rs. 5 Lakh shall be considered by a Tender Committee consisting of Representatives from Contract Services / Materials Management Services / Central Procurement Cell / CC&M, concerned Indenting department / OS (at CC / region) and Finance at the levels indicated in Annex-I Finance will be associated in all tender opening.

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016 and 371/2017 dated: 9.11.2017)**

- iii) Cases not considered by Tender Committee shall be subject to prior finance concurrence. However, such concurrence is not required for orders valued upto Rs. 50,000/-provided such orders are not placed on Single Tender. The Contracts awarded without prior finance concurrence shall be entered in a register as per proforma at Annex-II This will be open to check by internal audit.
- iv) In case of Single response against limited tender retendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/ negotiated but reasons thereof will be recorded in writing and submitted to the competent authority for approval treating the same as single tender on grounds of urgency.
- v) In case a ring is suspected, besides other actions to break the ring as may be necessitated retendering shall be resorted to.
- vi) The powers referred to herein shall apply to the award value. Any reimbursement of duties and taxes at actuals, to the contractor need not be included for this purpose.
- vii) Monthly Management information Report shall be submitted by Materials Management Services to ED in respect of all purchases made by single tender as per S.No.6.3(c)and (d).

Sl. No.	Nature of Power	ED	G.M.	AGM	DGM
7.	Purchase from Oil PSUs as per approved indents of Items such as petrol, HSD (excluding primary fuel) etc. and secondary fuel for generation of power subject to approval of usage and linkage by appropriate Authority whenever applicable and not covered under Fuel Supply Agreement approved by Corporate Office	Full Powers	Full Powers	Upto Rs.1 crore	Upto Rs. 50 lakh

Remarks:

Drawal of fuel and its payment under fuel supply agreement entered into by corporate office/ Station shall be authorised as per sl.no. 19.

Sl. No.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
8.	Variations during post award execution of contracts relating to works and purchase with respect to award price for Contracts/LOA due to scope/quantity variations, new items/ substituted items.					
8.1	Technical approval for the above					
a)	Within the variation limit provided in the contract(excluding new items/ substituted items)	Full powers	Full powers	Upto an aggregate of 75% of the variation provided in the contract but not exceeding Rs. 30 lakh in the aggregate including approvals at lower levels	Upto an aggregate of 50% of the variation provided in the contract but not exceeding Rs. 20 lakh in the aggregate including approvals at lower levels	Upto an aggregate of 25% of the variation provided in the contract but not exceeding Rs. 10 lakh in the aggregate
b)	Where the variances are beyond the variation limit provided in the contract (including new items / substituted items)	Upto an aggregate variation of Rs.5 crore Including approvals at lower levels or 30% of the contract value whichever is lower	Upto an aggregate variation of Rs. 75 lakh or 20% of the contract value whichever is lower	Upto an aggregate variation of Rs. 25 lakh or 10% of the contract value whichever is lower	Upto an aggregate variation of Rs. 5 lakh or 10% of the contract value whichever is lower	–

Remarks :

- i) For exercise of these powers the proposal shall be vetted by Field Engg. Deptt. before putting up to Competent Authority for approval. Power under this item shall be exercised by the executives in the indenting deptt.
- ii) For contract valued at Rs.10 lakh and below, irrespective of percentage variation
  - a. for S. No. 8.1(a) DGM shall have full powers.
  - b. for S. No. 8.1 (b) (i) GM shall have full powers for variation upto Rs.5 lakh (ii) ED shall have full powers for variation upto Rs. 10 lakh. However, the variation shall not exceed the original awarded contract price.



- iii) The powers delegated under 8.1 (b) are in addition to powers at 8.1 (a)
- iv) The powers under 8.1 (b) shall also be applicable for cases requiring revision of rates.
- v) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approvals at lower levels, both in terms of percentages and amounts and shall not be treated as an exclusive power at that particular level. As and when variation limit either in terms of percentages or amount including approvals at lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.
- vi) Where variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under S.No.8.1(a) and the variation beyond the variation limit would be covered under Sl. no. 8.1(b).
- vii) In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under sl. no. 8.1(b).
- viii) Concerned Functional Director shall have full powers under sl.no. 8.1 (b).

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
8.2	Administrative approval for the issue of change order based on technical approval at 8.1. above					
a)	Within the variation limit provided in the Contract(excluding new items/ substituted items)	Full powers	Full powers	Upto an aggregate of 75% of the variation provided in the contract but not exceeding Rs.30 lakh in the aggregate including approvals at lower level.	Upto an aggregate of 50% of the variation provided in the contract but not exceeding Rs. 20 lakh in the aggregate including approvals at lower level.	Upto an aggregate of 25% of the variation provided in the contract but not exceeding Rs. 10 lakh in the aggregate.
b)	Beyond the variation limit provided in the contract/ LOA including new items/ substituted items					
	i) For contracts approved by higher authority.	Any deviation /alteration having Aggregate price implication upto the value of his award powers under the mode of	Any deviation /alteration having Aggregate price implication upto the value of his award powers under the mode of	Any deviation /alteration having Aggregate price implication upto the value of his award powers under the mode of tendering relevant for the subject contract or 5% of the value of the	Any deviation /alteration having Aggregate price implication upto the value of his award powers under the mode of tendering relevant for the subject	

		tendering relevant for the subject contract or 10% of the value of the contract, whichever is lower, including approvals at lower level	tendering relevant for the subject contract or 7% of the value of the contract, whichever is lower, including approvals at lower level	contract, whichever is lower.	contract or 3% of the value of the contract, whichever is lower.	
	ii) For contracts approved by himself or at lower level.	Any deviation / alteration having price implication upto 30% of the value of the contract, in the aggregate, including approvals at lower level.	Any deviation / alteration having price implication upto 20% of the value of the contract, in the aggregate, including approvals at lower level.	Any deviation / alteration having price implication upto 10% of the value of the contract, in the aggregate, including approvals at lower level.	Any deviation / alteration having price implication upto 5% of the value of the contract, in the aggregate,	

**Remarks:**

- i) These powers shall be exercised in consultation with Finance.
- ii) For contracts valued at Rs.10 lakh and below, irrespective of percentage variation, administrative approval for issue of change order shall be accorded as follows:
  - ED- for variation upto Rs.10 lakh
  - GM- for variation upto Rs. 5 lakh
  - AGM- for variation upto Rs. 2 lakh
 However, DGM shall continue to have power as indicated in the above clause.  
**(As modified through Office Order No.307/2012)**
- iii) The power under 8.2 (b) shall also be applicable for cases requiring revision of rates.
- iv) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approval at lower levels both in terms of percentages and amounts and shall not be treated as an exclusive power of that particular level. As and when variation limit either in terms of percentages or amount, including approvals of lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.
- v) After technical approval Head of the Project/ RED shall approve a committee to finalise the rates, wherever relevant, for approval as per Delegation of Powers.
- vi) When variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under Sl. no. 8.2 (a). In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under sl. no. 8.2(b).
- vii) The variations would be computed on gross basis under Sl. No. 8.1(a) & 8.1(b) separately and on net basis under Sl. no. 8.2(a) & 8.2(b) separately.

- viii) For contracts having award value beyond the delegated authority of D(T) and Concerned Functional Director, any deviation/ alteration from the terms of a contract having aggregate price implication upto Rs.100 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract, shall be approved by D(T) and Concerned Functional Director, with the concurrence of ED(F).

**(As modified through Office Order No.307/2012)**

- ix) For contracts having award value equal or lower than the delegated authority of D(T) & Concerned Functional Director, any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.110 crore (including award value) shall be approved by D(T) and Concerned Functional Director, with the concurrence of ED(F).

**(As modified through Office Order No.307/2012)**

Sl.	Nature of Power	ED	G.M.	AGM
9.	a) Hiring of wagons, locos, tools and plants and other equipments for works relating to the station	Full Powers	Full Powers	Full Powers
	b) Hiring of vehicles	Full Powers	Full Powers	Upto Rs 50,000. per annum

Remarks:

- (i) Powers to be exercised in consultation with Finance.
- (ii) AGM shall exercise his powers only in exigencies in the absence of GM/Head of the Station.
- (iii) Exercise of this delegation under item 9(b) shall be subject to laid down norms.

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.	M
10.	Purchase of sundry requirements	Upto Rs. 10 Lakh	Upto Rs 5 lakh.	Upto Rs 2 lakh.	Upto Rs. 1 lakh	Upto Rs. 50,000	Upto Rs. 10,000

Remarks:

- i) This will be applicable in those cases where procedure as per Sl.No 5 & 6 cannot be followed for the reasons to be recorded in writing.
- ii) Purchases will normally be made by Contract Services/Materials Management after approval by the competent authority. However, for purchases upto Rs. 20,000/- (Rs. 50,000/- in case of purchases from Super bazar/Public Sector /NTPC Co-operative/ Kendriya Bhandar) in exigencies of work, it shall not be necessary to make the purchases through Contracts/Material management Services and there would be no objection if such purchases are made by the departments themselves. The particulars of Purchases upto Rs. 20,000/- (Rs. 50,000/- for purchase from Super Bazar/ Public Sector/ NTPC Cooperative/ Kendriya Bhandar) are to be recorded in a separate register as per Annex-II. This will be open to check by Internal Audit.
- iii) Any item valuing more than Rs.5,000 /- shall be accounted for through SRV and SIV. Items valuing Rs.5,000/- or less shall be accounted for in the departmental stock register. After purchase, statement of particulars of purchases as at Annex-III shall be submitted to the authority, who authorised the purchase and his signature taken thereon. In addition, a Consolidated Monthly Report shall be submitted for information to Head of Station.
- iv) Purchases will be made after determining the reasonableness of the price.

- v) No finance concurrence would be required in case of purchases upto Rs. 50,000/- (Rs. 1,00,000/- for purchases from Super Bazar/ Public Sector/ NTPC Co-operative/ Kendriya Bhandar). Purchases beyond Rs. 50,000/- and upto Rs. 1,00,000/- shall be in association with a representative of Finance, one of the officials being at least of E-2 level. The particulars of purchase will be recorded in a separate register as per Annex-III.
- vi) Powers of purchase under this category are to be used for a particular occasion. The requirement shall not be broken down into separate items to avoid approval from higher authority.
- vii) Purchases beyond Rs. 1,00,000/- be made by purchase committee consisting of representatives from Contracts / Material management Services, and Finance besides the representative from the department requiring the purchases to be made, as may be nominated by the respective HODs, one of the officials being at E-2 level. Representative of Contracts / Material Management Services shall be the co-ordinator of the Committee.
- viii) In case of purchases of sundry requirement where Finance representative has been associated for the purchases, no separate finance concurrence would be required.

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
11.	Repeat Order for works and purchases	Upto 50% value of the original order approved by himself or lower authority	Upto 50% value of the original order approved by himself or lower authority	Upto 50% value of the original order approved by himself or lower authority	Upto 50% value of the original order approved by lower authority	Upto 50% value of the original order approved by lower authority

Remarks:

Repeat orders may be placed on the same party on the same rates, terms and conditions as stipulated in the original orders with Finance concurrence against previous orders placed on open/limited tender basis, or single tender involving PAC or source standardization subject to the following:-

- i) The normal processing of the case is likely to delay the procurement and adversely affect the work.
- ii) The date of repeat order will not be more than three months after the completion of the original order.
- iii) A reasonable assessment and certification by the Contract Services/ Materials Management Services that there has been no downward trend in prices.
- iv) The prices against original orders were not escalated to compensate for earlier deliveries.
- v) Repeat order shall not be placed more than once.
- vi) In the event, the repeat order envisages different location for delivery/works, suitable adjustment in prices shall be considered to cover this aspect. Suitable enhancement of PV ceiling 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.
- vii) The award value of repeat order shall not exceed Rs. 1 crore.
- viii) 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 the authority competent to approve the original award.

Sl. No.	Nature of Power	ED	G.M.	AGM	DGM
12.	Extension in completion period in respect of works, supplies and consultancy services.	Full Powers	Full Powers	Full powers for contracts approved by AGM or lower authority at Corporate Centre / Region / Site	Full Powers for orders approved by DGM or lower authority at Corporate Centre / Region / Site

Remarks:

- This item of delegation is applicable where extension in completion period is granted with levy of LD as provided in the contract.
- Provisional extension in completion period may be granted without prejudice to right to levy LD.

Sl. No.	Nature of Power	ED	G.M.	A.G.M	DGM
13.	Extension in completion period in respect of works, supplies and consultancy services along with reduction/waiver of LD	Full Powers	Full Powers for contracts approved by ED or below	Full powers for contracts approved by AGM or Lower Authority at Corporate Centre / Region/ site	Full Powers for contracts approved by DGM or Lower Authority at Corporate Centre / Region / Site

Remarks:

- For reduction/ waiver of LD, it would be necessary to reasonably establish that the delays are not attributable to the contractor/supplier.
- This power shall be exercised in consultation with Finance. Adequate reasons & justification shall be recorded in writing.
- Where higher tendered rates were originally accepted on account of earlier completion of work/ delivery, the approval of waiver/ reduction of LD will be obtained from next higher authority.
- If delay is attributable to contractor / supplier, but without any direct / indirect loss to NTPC, such cases would be dealt with on case-to-case basis subject to financial concurrence and approval of competent authority.

Sl.	Nature of Power	ED	G.M.	AGM	DGM
14.	Providing temporary relief in exceptional circumstances by way of advancing payment or deferment of recovery towards security deposit or issue of material / equipment from Project Stores on returnable/recovery basis and modification in mode of transportation.	Full Powers in respect of Contracts approved by himself or lower authority. For other contracts full powers subject to maximum financial implication of Rs.50 lakh in respect of each of the contracts	Full Powers in respect of Contracts approved by himself or lower authority. For other contracts full powers subject to maximum financial implication of Rs.20 lakh in respect of each of the contracts referred to	Full powers in respect of all contracts approved by AGM or lower authority at Corporate Centre / Region / Site  For other contracts full powers subject to maximum financial implication of Rs.10 lakh in respect of each	Full Powers for Contracts approved by himself or lower authority subject to maximum financial implication of Rs. 2 lakh in respect of each of the contracts referred to above.

		referred to above.	above.	of the contract referred to above.	
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Remarks:

- i) These powers shall be exercised in consultation with Finance, only as a last resort to enable the work being carried out, taking care that this does not provide undue benefit to the contractor. Advance against work done duly certified by Engg. in-charge may be given to enable further progress of work to be carried out and such advance shall not be interest bearing and will be adjusted within 30 days, beyond which it shall attract interest.
- ii) These powers should not be exercised for revision of item rates. These powers are intended to be exercised to facilitate financial relief to the Contractor/Supplier temporarily in case of extreme hardship to be certified by the Engineer-in-charge after taking adequate security for recovery / adjustment of such relief and the Contract not requiring any modification/amendment on account of such financial relief provided to the Contractor/Supplier.
- iii) Financial implication for the purpose of this item shall be interest, calculated on the temporary relief provided to the contractor, at the rate notified by the company from time to time irrespective of the fact that such temporary relief including interest is adjustable/ recoverable from the contractor.
- iv) Concerned Functional Director shall have full powers under item 14 with the concurrence of GM (F) /ED (F).
- v) These powers will be exercised by the concerned site.
- vi) Waiver of security deposit will be in respect of orders for works or supply of spare parts only and not in respect of works / supply of plant & machinery where testing is to be carried out and performance watched.

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.	M.
15(a)	Modifications in terms of contract not having financial implication including waiver of inspection.	Full Powers	Full Powers	Full Powers in respect of orders placed by himself or lower authority	Full Powers in respect of orders placed by himself or lower authority	Full Powers in respect of orders placed by himself or lower authority	Full Powers in respect of orders placed by himself

Remarks:

- i) In case of advance payments, inspection may be waived by not less than GM.
- ii) In case of payment against proof of despatch of a proprietary/standardised item, inspection may be waived by the authority competent to approve the order.
- iii) Waiver of inspection before dispatch shall be considered in consultation with indenting department/ FQA.

Sl.	Nature of Power	ED	G.M.
15(b)	Modifications in terms of Contract having financial implications	Full Powers subject to a maximum financial implication of Rs.25 lakh in aggregate in a particular contract.	Upto Rs. 5 lakh in aggregate in a particular contract.

Remarks:

- i) These powers are to be exercised in consultation with Finance.
- ii) The cases pertaining to modification in terms of the Contract which could be covered under clause 8, 12, 13, 15(a) of Section - II of DOP shall not be approved under this sub-clause.
- iii) These Powers should not be exercised for revision of item rates.
- iv) Concerned Functional Director shall have full powers under item 15(b) with concurrence of GM (F)/ ED (F).

Sl.	Nature of Power	ED	G.M.	AGM	DGM
15 (c)	Modification in the terms of contract involving financial implication which is not quantifiable e.g. reduction in the value of Bank Guarantee/change in the terms of Bank Guarantee, indices-related changes etc.	Full Powers	Full Powers in respect of all contracts approved by himself or lower authority.	Full Powers in respect of all contracts approved by himself or lower authority.	Full Powers in respect of all contracts approved by himself or lower authority.

Remarks:

- i) These powers are to be exercised in consultation with Finance.
- ii) Adequate reasons to be recorded in writing in order to establish that financial implication of modification in the terms of the contract are not quantifiable.
- iii) These Powers should not be exercised for revision of item rates.
- iv) The cases pertaining to modification in terms of the Contract due to scope / quantity variations, new items / substituted items; extension in completion period; reduction / waiver of LD providing temporary relief to the contractor and grant of escalation/compensation in exceptional circumstances shall be covered under clause 8,12,13,14,15(a),15(b) respectively of Section-II of DOP.

Sl.	Nature of Power	ED	G.M.	AGM	DGM
16.	Payment of demurrage & wharfage charges to Railways or Port/Airport Authority/Road carrier and similar payment to customs(other than duty) on demand	Upto Rs. 4 lakh in each case, subject to an aggregate of Rs. 25 lakh in a financial year for each station including approvals at lower levels	Upto Rs1 lakh in each case, subject to an aggregate of Rs. 15 lakh in a financial year for each station including approvals at lower levels	Upto 50,000/ in each case, subject to an aggregate of Rs. 5 lakh in a financial year for each station including approvals at lower levels	Upto Rs 20,000/-in each case, subject to an aggregate of Rs. 3 lakh in a financial year for each station including approvals at lower levels

Remarks:

- i) To be exercised after proper investigation and in consultation with Finance.
- ii) Each case is to be interpreted as one consignment covered by each Bill of Lading/GR/RR.
- iii) The power delegated to AGM & DGM will be exercised by executives in Concerned Department.
- iv) ED of the Region shall submit a monthly report on demurrage and wharfage for respective station in the region to CMD through Director (Operation) and Director (Finance).
- v) D (T) & D(O) with the concurrence of ED(F) shall have full powers against this item.

Sl.	Nature of Power	ED	G.M.
17.	Write off		
17.1 a.	Any item of stores, equipment including construction equipment, tools, plant and materials, vessels, as per prescribed norms, if applicable	Upto Rs. 10 lakh net loss for each case* subject to an aggregate of Rs.25 lakh in a financial year for each Station	Upto Rs.5 lakh net loss for each case* subject to an aggregate of Rs.15 lakh in a financial year
b.	Obsolete items , limited shelf life and unserviceable items identified as per guidelines of the company	Upto Rs. 10 lakh in each case*	Upto Rs. 2 lakh in each case*

Remarks: Director (Operations) shall have powers to accord approval for net loss not exceeding Rs.25 lakh for each case\*.

\* Each case for this purpose would refer to each proposal of write-off irrespective of number of items involved in the proposal.

17.1 (b) For obsolete items, limited shelf life and unserviceable items, identified as per guidelines of the company, approval for write-off shall be taken before disposal. After write off the disposal shall be in accordance with sl.no. 18.2.

Sl.	Nature of Power	ED	G.M.	AGM	DGM
17.2	Any shortage in chemicals lubricants, coal, fuel oil, HSD, Petrol etc, as per the prescribed norms, if applicable	Full Powers in each case as per norms	Full Powers in each case as per norms	-	-
17.3	Under settlement of claims on insurers / transporters	Upto Rs. 10 lakh for each claim	Upto Rs. 5 lakh for each claim	Upto Rs. 2 lakh for each claim	Upto Rs. 1 lakh for each claim

Remarks:

- Subject to investigation and report by a committee duly constituted by ED/GM in consultation with Finance. A copy of the report together with approval to write off shall be sent to Project Accounts/Corporate Accounts for necessary adjustment in accounts.
- In respect of 17.2, the handling losses etc. shall be approved by the authorities alongside as per approved norms laid down for the purpose.
- D (T) & D (O) with the concurrence of ED (F) will have Powers upto Rs.50 lakh in each case against the above item at Sl.17.1 & 17.3 above.
- The Delegation of Powers as at item 17.1 shall also be applicable for write-off of adjustments / discrepancies in an item during stock verification.

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
17.4	Shortage of cash	Upto Rs. 2,000 in each case	Upto Rs. 1,000 in each case	—	—	—
17.5	Outstanding debit balance appearing in the account of the employees/ contractors/ suppliers	Upto Rs. 20,000 in each case	Upto Rs. 5,000 in each case	—	—	—



17.6	Unserviceable office equipment, books, stationery, furniture & fixtures, furnishings, hand tools etc.	Upto Rs. 5 lakh per Station/ Project in each year	Upto Rs. 2 lakh in each year	Upto Rs. 1 lakh in each year	Upto Rs. 20,000 in each year	Upto Rs. 10,000 in each year
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Remarks: 17.4 & 17.5

Subject to investigation and report submitted by concerned executing Deptt. (HR/ Materials/ Contracts/ Finance) to GM/ED.

17.6 After write off the disposal shall be in accordance with sl.no. 18.2

Sl.	Nature of Power	ED	G.M.
18.1	Administrative approval for sale of surplus material/spares other than motor vehicle and plant and machinery		
i)	where the net sale price is not less than PSL value or WDV	Full powers	Full powers
ii)**	where the net sale price is less than the PSL value or WDV	Net loss not exceeding 20% of PSL value or WDV in aggregate for each case upto the limit of Rs.10 lakh in each case*	-

Remarks: Director (Operations) shall have powers to accord approval for sale with net loss more than 20% of PSL value /WDV in aggregate for each case but not exceeding Rs.25 lakh for each case\*

\*Each case for this purpose would refer to each proposal of sale irrespective of number of items involved in the proposal.

\*\* The power of ED under sl. no.18.1(ii) will be subject to an aggregate of Rs.50 lakh in each financial year for each station.

The powers delegated for item no. 18.1 shall also be applicable for approval of the recommendation of the Committee for actual sale transactions.

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
18.2	Administrative approval for Sale of scrap / mill rejects , unserviceable, obsolete and limited shelf life materials	Full Powers	Full Powers	Upto Rs25 lakh	Upto Rs. 10 lakh	Upto Rs 5 lakh
18.3	Administrative approval for sale of grass	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
18.4	Administrative approval for sale of all type of motor vehicle including motorcycle in cases where the vehicles are meeting the norms of disposal	Full powers within the guidelines issued from time to time	-	-	-	-
18.5	Approval for sale of old & unserviceable vessels and construction equipments as per policy guidelines issued by Corporate Centre.	Full power	Full Power	-	-	-

Remarks:

- i) Subject to the GM's approval to the material being declared as surplus / scrap / unserviceable and reserve price being fixed and the process of disposal being determined by a committee duly constituted by ED/GM with one executive each from Materials Management Division , User department and Finance and further subject to guidelines as issued from time to time.
- ii) Scrap shall be cleared periodically and the powers referred to herein at 18.2 relate to each periodical disposal for each type of scrap as determined by the committee referred to above.
- iii) Mode of disposal of surplus vehicles shall be approved by not less than GM, after they are declared as surplus without requiring any replacement and after approval of the ED has been obtained for their disposal.
- iv) Mode of disposal of surplus plant and machinery shall be approved by not less than GM, after they are declared as surplus and after approval of the CMD has been obtained for their disposal.
- v) Where replacement of vehicle is required, proposal for procurement of new vehicle shall require approval of CMD.

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.	M.	Dy.M.
19.	Authorising payments against bills for works/ supply/ services / fuel (advances/ running/final bills).	Full Powers	Full Powers	Full Powers	Full Powers	Upto Rs.25 lakh	Upto Rs. 10 lakh	Upto Rs 5 lakh

Remarks:

This item is not for authorising expenditure, but for verification of bills for expenditure already approved by Competent Authority

Sl.	Nature of Power	ED	G.M.	AGM	DGM
20.	Vendor development for spare parts etc.				
20.1	Identification and selection of vendors	Full Powers	Full Powers	-	-
20.2	Approval of issue of advertisement/ enquiry to one or more parties	Full Powers	Full Powers	Full Powers	Full Powers
20.3	Nomination of a committee for negotiation with the vendors selected for issue of Trial/ Development order.	Full Powers	Full Powers	-	-
20.4	Approval of award of Trial/ Developmental order as per negotiated terms.	Full Powers	Upto Rs. 25 lakh	Upto Rs. 10 lakh	Upto Rs. 5 lakh.
20.5	Extension of deliveries/ modification in terms/ increase or decrease in quantities / repeat order on the same terms or modified terms	Full Powers	Full Powers for orders approved by himself or lower authority	Full Powers for orders approved by himself or lower authority	Full Powers for orders approved by himself

Remarks :

- i) The enquiry, selection, negotiations, and placement of trial order etc. shall be in accordance with the approved policy/guidelines that may be issued from time to time.
- ii) Expenditure on this account shall be subject to budget provision for vendor development.

- iii) Powers may be exercised by site/corporate office, according to the approved policy guidelines.
- iv) These powers shall be exercised in consultation with Finance.

Sl.	Nature of Power	ED	G.M.
21(a)	Award of consultancy contract including invitation of tenders	Upto Rs. 2 crore	Upto Rs.25 lakh
21(b)	Approval for post award variations in contracts awarded as at 21(a) above.	Upto Rs. 40 lakh for contracts awarded by himself or lower authority and upto Rs. 20 lakh for contracts awarded by higher authorities.	Upto Rs.5 lakh for contracts awarded by himself and upto Rs. 3 lakh for contracts awarded by higher authorities.

**Remarks**

- i) For values exceeding Rs.2 crore and upto Rs.5 crore, approval for award of contracts shall be exercised by D (T) & D (O) subject to financial concurrence by ED (F). The technical and administrative approval for requirement of the consultancy service in such cases would, however, be given by the Director-in-charge of the indenting department.
- ii) Technical approval and administrative approval of cost estimate shall be obtained from corresponding levels in respective indenting departments. This delegation refers to consultancy of non-recurring nature, with a Professional/ Institution, etc. for a specific work or assignment of a one time job of investigation/ testing/review/report / advice etc. on a specific issue and includes all types of survey and soil investigation, testing of samples etc. These powers are also applicable to consultancy assignment applicable to environmental action plan (EAP), environmental impact assessment (EIA) studies.
- iii) The Soil investigation work would be treated as “works contracts” under item 3 of Section-II of this Delegation of Power instead of being treated as Consultancy contracts under this item of delegation of power so long as the work does not include recommendations to be given by the executing agency and is limited only to collection of the field data and laboratory testing.
- iv) The powers shall be exercised in consultation with Finance.
- v) Award of Contracts upto Rs.50,000/- each only in exceptional circumstances could be placed directly by the GM(OS) subject to a ceiling of Rs.2 lakh in one financial year.
- vi) All cases beyond Rs.2 lakh shall be considered by a tender committee constituted as per provisions in Annex-I.
- vii) In respect of Single Tender pertaining to Consultancy contracts applicable to EAPs, the approval of award shall be as follows:  
ED: Rs. 10 lakh  
GM: Rs. 5 lakh.

For values exceeding the powers of Executive Director approval for award of Consultancy Contracts upto Rs. 5 crore shall be accorded by D(T) and D(O) with the concurrence of ED(F).The technical and administrative approval for requirement of the Consultancy Services in such cases would, however, be given by the Director-in-charge of the Indenting Deptt.

For contracts having award value beyond the delegated authority of D(T) and D(O), any deviation/ alteration from the terms of a contract having aggregate price implication upto Rs. 5 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract, shall be approved by D(T) and D(O) with the concurrence of ED(F).

For contracts having award value equal or lower than the delegated authority of D(T) & D(O), any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.5.5 crore (including award value) shall be approved by D(T) and D(O) with the concurrence of ED(F). However, in cases where the award value including aggregate variations exceeds Rs. 5 crore, the variation shall be limited to 10% of the award value.

Sl.	Nature of Power	ED	G.M.	AGM	DGM	S.M.
22.	Insurance					
22.1	Administrative approval for					
i)	Marine insurance					
	a) Open cover	Full Powers	Full Powers	Full Powers	—	—
	b) Specific policy	Full Powers	Full Powers	Full Powers	Upto Rs. 25 lakh	Upto Rs. 10 lakh
ii)	Marine-cum-Erection(MCE)	Full Powers	Full Powers	Full Powers	—	—
iii)	Insurance of assets	Full Powers	Full Powers	Full Powers	—	—
22.2	Calling of tenders from nationalized insurance companies based on approval at 22.1 above					
i)	Open tender	Full Powers	Full Powers	Full Powers	Full Powers	Upto Rs. 25 lakh
ii)	Limited tender	Full Powers	Full Powers	Full Powers	Upto Rs. 25 lakh	Upto Rs. 10 lakh
iii)	Single tender	Full Powers	Full Powers	Upto Rs. 25 lakh	Upto Rs. 10 lakh	Upto Rs. 5 lakh
22.3	Award of Insurance contract					
i)	Open tender	Full Powers	Full Powers	Upto Rs. 50 lakh	Upto Rs. 25 lakh	Upto Rs. 10 lakh
ii)	Limited tender	Full Powers	Full Powers	Upto Rs. 25 lakh	Upto Rs. 10 lakh	Upto Rs. 5 lakh
iii)	Single tender	Full Powers	Full Powers	Upto Rs. 10 lakh	Upto Rs. 5 lakh	Upto Rs. 2 lakh

**Remarks:**

- i) The delegation of powers for award of insurance contract shall be exercised by Sites/ Operating Stations/ Region/Corporate Center in consultation with Finance and subject to approved policy and guidelines issued from time to time.
- ii) The amounts referred to herein indicate the limits of premium liability.
- iii) Open tender is when tenders are invited from all the existing nationalised insurance companies (presently four),
- iv) Limited tender is when tenders are invited from more than one but less than the existing nationalized insurance companies (presently four).
- v) Single tender is when the proposal for insurance is given to any one nominated or stipulated insurance company, as per approved policy/guidelines given from time to time.
- vi) Award of insurance contract, under single tender also includes utilisation of open cover/open policy/specific policy obtained from the Insurance Companies.

- vii) Whenever Private Insurance Companies are included in the list of bidders in addition to Nationalized Insurance companies, the Delegation of Power related to Works / Contracts vide Clause No. 2&3 under Section –II for calling of tenders & award respectively shall be applicable.  
(Added through O/O 341/2015 dated 8.9.2015)

Sl. No.	Nature of Power	E.D.	G.M.	A.G.M.	D.G.M.	S.M.	M.	D.M.
22A.	Issue of materials from Stores on the basis of Stores Issue Voucher	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Upto Rs. 5 lakh

Remarks: 22A.

Subject to observance of laid down procedures.

S.No.	Nature of Power	E.D.	G.M.	D.G.M.	S.M.	M.	D.M.
23	Issue of Stores Receipt Voucher	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers

Remarks:

- Subject to observance of laid down procedures
- In the absence of executives in the level of Dy. Manager/ Manager, Head of Station may authorize an executive not below Engineer to issue SRV.

Sl. No.	Nature of Power	RED	Head of Station/ Project	AGM	DGM	S.M.	M.	Dy. M.	Remarks
24	Technical and Administrative Approval for Bearing/ Sharing Transportation cost of ash for road construction projects or for manufacturing of ash based products or use as soil conditioners in agriculture activity within a radius of three hundred kilometers	Full Powers	Full Powers	-	-	-	-	-	In accordance with approved policy and guidelines and with concurrence of finance.
25	Technical and Administrative Approval for bearing transportation cost of ash for Government Road Projects / The Pradhan Mantri Gram Sadak Yojana (PMGSY) and asset creation program of Government involving construction of building, road, dams and embankments	Full Power	Full Power	-	-	-	-	-	In accordance with approved policy and guidelines and with concurrence of finance.

Sl. No.	Nature of Power	RED	Head of Station/ Project	AGM	DGM	S.M.	M.	Dy. M.	Remarks
	within a radius of three hundred kilometers.								
26	Authorizing payments against bills for works/supply (Advance/running bill/final bills)	Full Power	Full Power	Full Power	Full Power	Upto 25 Lakh	Upto 10 Lakh	Upto 5 Lakh	-

**Remarks:**

- I. Subject to allocation from Ash Fund. If ash fund is not available, in such case budget will be allocated from O&M Budget.
- II. The cost estimates for bearing transportation cost may be prepared based on State Schedule of Rates (SoR) / Delhi Schedule of Rates (DSR).
- III. Revenue generated from ash sale as well as cost incurred due to transportation of ash may be maintained separately by the station for each Discom.
- IV. Amount payable by the Discom may then be communicated by the station to billing Centre every month by 3<sup>rd</sup> day of the month.

**(Clause 24 to 26 Inserted through Office Order No.365/2017 dated 23.8.2017)**

**GENERAL NOTES**

Note 1

- a) Vendor Enlistment at CC & Region on Pan-NTPC basis for materials & works shall be done in line with the vision document for Vendor Enlistment and approval of vendor enlistment shall be accorded by ED (CC&M). **(Modified through O/O 345/2016 dated: 14.1.2016 and 371/2017 dated 9.11.2017)**
- b) Identification & categorization of works and finalizing responsibility centre for vendor enlistment on Pan-NTPC basis to be done from Regions shall be approved by ED (OS) in line with the Vision document for Vendor Enlistment. **(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**
- c) Vendor Enlistment at the station: For materials & works not covered for vendor enlistment on Pan-NTPC basis, stations may do the enlistment for the respective station. The enlistment will be approved by head of the station not below GM and shall be applicable for a period not exceeding three years. **(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

Note 2 The power delegated to Manager under the above delegation Sl. No. 10 and 19 may be exercised by a Dy. Manager with the specific approval of the GM/ED if the Manager is not in position in the concerned Deptt./Group.

Note 3 All proposals for approval required at a level higher than ED in respect of cases emanating from the Project offices shall be routed through ED (CC&M) and ED (Finance) for approvals of D (T) and D (O) / CMD/ Committee of Functional Directors for Contracts/ Sub-Committee/Board.

Note 4 All proposals for approval of CMD/ Committee of Functional Directors for Contracts /Sub-Committee/Board shall be forwarded through ED (CC&M), ED (Finance), D (T), D(O) and D (F).

Note 4A For cases where after invitation of bids, it becomes necessary to cancel the existing tenders and invite fresh bids, the powers for cancellation of tenders shall be as under:

In case where bids have not been received, the authority empowered to invite the bids shall also have the powers to cancel such tenders. However, in case where, after invitation, bids have been received and opened, the authority empowered to approve the award of such contracts, shall have the powers to cancel such tenders.

Note 5 "Full powers" shall mean "Full Powers" upto the power of CMD only i.e. in no case "Full Powers" will exceed the power of CMD.

Note 6 Delegation of Powers to sign Contracts/Purchase Orders on behalf of NTPC subject to the Contracts/ Purchase Orders being vetted by Finance and the standard forms of the Contract / Purchase Orders being vetted by Legal Deptt. shall be as follows:

Authority to approve	Authority to sign
I Board/ Sub-committee of the Board / Committee of Functional Directors for Contracts / CMD/ Directors	Not below the level of Sr. Manager
II ED / GM	Not below the level of Manager
III AGM / DGM	Not below the level of Dy. Manager
IV Sr. Manager/ Manager	Not below the level of Sr. Officer / Sr. Engineer

(i) The authority approving the award of contracts will also have the power to sign the contract.

(ii) The delegation does not cover the contracts which are to be executed under common seal of the Company as per specific Resolution of the Board of Directors/Sub-Committee of the Board/ Committee of Functional Directors for Contracts.

Note 7 The powers for cancellation/termination of the Contract either in part or in full as the case may be shall be as follows:

Sl. No.	Subject Matter	Competent Authority to approve cancellation/ termination of Contract	Authority to sign	Remarks
I.	Cases where the approving authority for award of contract is Committee of Functional Directors for Contracts/Sub-Committee of the Board/ Board of Directors	CMD	Not below the level of Sr. Manager	The proposal for cancellation/ termination of the contract shall be put up to the CMD through ED(CC&M), D(O) and D(F).
II.	Cases where the approving authority for award of contract is Directors / CMD:			
(a)	in the case of contracts awarded from Corporate Centre	ED(CC&M)	Not below the level of Manager	

(b)	in the case of Contracts awarded from Projects/ Regions.	ED (Respective Region)		
III.	Cases where the approving authority for award of contract is ED or below:			
(a)	in case of contracts awarded from Corporate Centre except civil & structural works	The authority competent to award the Contract but not below DGM level at Corporate Centre.	Not below the level of Dy.Manager	
(b)	in the case of Contracts awarded from Project/Region and also for civil and structural contracts awarded from Corporate Centre	Executives at the same level as the authority competent for award of contract but not below DGM level at respective project/region.	Not below the level of Dy.Manager	

- i. The above does not cover contract scope deletion/addition under quantity variation provisions in the contract which shall be dealt with under the relevant provisions.
- ii. Cancellation / termination of the contract shall be in consultation with Finance. Further, the notice of cancellation / termination shall be vetted by Legal Deptt.

Note 8 Renting of NTPC's owned special wagons to the external agencies as well as the corresponding rental charges and other terms & conditions whenever such wagons are not required for NTPC's own projects' work shall be approved by GM (CM) at Corporate Centre. Revision of hire charges, if necessary, should be made once in two years with the concurrence of Finance at appropriate levels.

Note 9 Whenever a Project is headed by an Executive occupying a level which is one level lower than that sanctioned for the Head of that project; such Head of Project shall exercise the powers of such higher level post which, though sanctioned, has not been filled up.

Note 10 As R&M expenditure is to be capitalised and treated as Project Cost, the delegation of powers applicable for Construction Stage of approved Projects/ Schemes i.e Section - I of DOP shall be applicable for R&M activities.

Note 11 The provisions contained under clauses 1, 2 & 3 of Section - II of DOP shall also be applicable for lease/lease-cum-purchase of equipment, pollution control equipment etc.

Note 12 Rate contract for a period of one year or more but not exceeding two years may be entered into with suppliers/manufacturers/ Service providers with the approval of Competent Authority not below the level of GM or Head of Project at site / ED (CC&M) / RED at region depending upon total value of procurement during the period of the Rate Contract and the mode of tendering adopted within the powers delegated to them. Requirement against these rate contracts shall be projected by the indenters to the concerned procurement group after seeking technical and administrative approval from the competent authority specified in the scheme of Delegation of Powers, but at a level not lower than DGM and also after obtaining budget certification. As per the requirement projected, individual awards against these rate contracts shall be approved by the authority competent to approve the award of contract against Open Tender. Procurement should be made as per terms of the approved Rate Contract in consultation with Finance. **(Modified through O/O 371/2017 dated 9.11.2017)**  
For individual award under Rate Contract, Tender Committee will not be necessary. Cumulative value of individual awards under a Rate Contract shall not exceed the original approved value of the Rate Contract. If the cumulative value exceeds the original approved value of the Rate Contract, fresh approval of the cumulative value of the Rate Contract is to be obtained from the appropriate authority as per DOP, before issue of further order(s).



For Rate Contracts that will be processed at CC/ Regions on clubbing of the requirement of different Stations, Budget Provision only at the time of placement of firm order by respective Station / Project/ Unit would be necessary.

**(As modified vide Office Order No. 345/2016 dated: 14.1.2016)**

Note 13 Exercise of delegation of powers under items Nos. 2, 3, 3A, 5,6,7,8,2,9,11 to 16, 18, 20, 22 and 23 shall be done by the executives at appropriate levels in C&M Department and CPC at CC.

**(Modified through O/O 345/2016 dated: 14.1.2016 and 371/2017 dated 9.11.2017)**

Note-14 In case of single-stage two-envelope bidding, approval for opening of price bids is to be obtained from the authority competent to approve the award based on estimated value. In case of two-stage bidding, approval for inviting price bids is to be obtained from the authority competent to approve the award based on estimated value. However, where approving authority is Board of Directors or its Contracts sub-committee or Committee of Functional Directors for Contracts, approval for opening / inviting price bids is to be obtained from the Chairman & Managing Director". **(As modified through Office Order No.306/2012)**

Note15 Period contract is a contract which has been awarded for a specific period mentioned in the contract. Annual Rate Contract is an example of Period contract. Any fresh extension of such a contract is to be considered as a single tender award. Hence a separate proposal need be initiated for award of a single tender contract. However, where provision of extension is in-built in the original contract, approval shall be required from the authority competent to approve award for revised value (inclusive of original award value).

Note16 For the purpose of DOP:

Multiple response but single technically acceptable offer against Open Tender shall be treated as Single Response against Open Tender.

Single response against enquiries issued to eligible enlisted vendors, (four or more), it will be treated as "single response against open tender"

Single response against Limited Tender shall be treated as Single Tender.

Multiple response but single technically acceptable offer against Limited Tender shall be treated as Single Tender.

**(Modified through O/O 345/2016 dated: 14.1.2016 and 371/2017 dated 9.11.2017)**

Note 17 In case of centralized /pooled purchase, Contract & Materials Group at Regions or Corporate Materials can exercise powers under this Section, subject to budget provision as approved by the Board of Directors for the concerned station(s).

Note 18\* Powers of Executive Director are to be exercised by Head of Region, irrespective of level.

Executive Director (ED)/ Group General Manager (GGM) heading a Station shall exercise 75% of the Power of Regional Executive Director (RED) wherever power of RED has been specified in monetary terms. Where RED has been delegated full powers, ED/GGM heading a Station shall also exercise full powers in respect of those items.

At Project / Region / Corporate Centre, Powers of GM are to be exercised by General Managers other than those heading a Project / Station for their respective functions.

**(As modified vide Office Order No. 369/2017 dated: 25.10.2017)**

Note 19 Concerned Functional Director for a particular department shall be the Director under whose administrative control the department functions.

Note 20 Vendor Selection & Source Standardisation shall be done as per approved guidelines in Vision Document for Vendor Enlistment. Tenders amongst all the approved Vendors in

Source Standardisation / Vendor Selection shall be treated as Limited Tender provided number of parties is more than one.

**(Inserted vide Office Order No. 345/2016 dated: 14.1.2016)**

Note 21 (i) Direct procurement can be made through Government e-Marketplace (GeM) for procurement for amount upto Rs. 50,000/-. Procurement above Rs. 50,000/- and upto Rs. 5 lacs can be made through tools for online bidding and/or online reverse auction available on GeM.

(ii) For Direct procurement upto Rs.50,000/- at GeM the procurement shall be covered under Sundry Purchase and powers applicable for procurement from Super Bazar/Public Sector/Kendriya Bhandar shall be applicable.

(iii) For procurement above Rs. 50,000/- through tendering at GeM, the powers under open tender shall be applicable.

(iv) The above powers are for a single product and applicable only for purchase made through GeM.

**(Inserted vide Office Order No. 363/2017 dated: 21.6.2017)**

Note 22\* A committee of Executive Directors consisting of ED (CC&M), ED (Engg.), ED(OS) and respective RED (with ED (Finance) as concurring authority) shall exercise full powers for calling of tenders and approve award proposals having value beyond the power of ED (CC&M) and upto Rs. 75 crore.

For this purpose, Level of Tender committee (TC), nomination of TC and approval of TC shall be the same as may be applicable when level of approval is ED as contained in Annex-I of Section-II. **(Inserted vide Office Order No. 369/2017 dated: 25.10.2017)**

Note 23 If need arises, centralized rate contracting/bulk procurement can also be exercised even though pan NTPC enlistment exists for the group of items/service. However, reason for such action may be analyzed and recorded and in principle approval of D (O)/RED may be obtained for central procurement by CPC / for regional procurement respectively, before undertaking such action.

**(Inserted vide Office Order No. 371/2017 dated: 9.11.2017)**

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\* It may be noted that the above arrangement may be subject to review once the concept of shared services is implemented fully across the Company.

## CONSTITUTION AND APPROVAL OF TENDER COMMITTEE

S.No.	Level of Award Approval	Level of TC		Nomination of TC		Approval of TC	
		At CC	At Project	At CC	At Project	At CC	At Project
1	SM	E4	E4	Sr. Manager	Sr. Manager	DGM(CS)/(CM)	Head of C&M
2	DGM/ AGM	E5/E4	E5/E4	Sr. Manager	Sr. Manager	DGM(CS)/(CM)	Head of C&M
3	GM	E6/E5	E6/E5	HOD/DGM	HOD/DGM	GM(CS)/(CM)	GM
4	ED	E7/E6	E7/E6	GM/ AGM	GM/ AGM	GM(CS)/(CM)	GM
5	CMD / Directors	E7A/E7	E7A/E7	GM/ ED	GM/ ED/ RED	ED(CC&M)	ED/ RED
6	Sub-Committee/ Committee of Functional Directors for Contracts	E8/E7A	E8/E7A	ED	ED/ RED	ED(CC&M)	RED /ED
7	Board	E9/E8	E9/E8	Director /ED*	Director/ RED/ED	CMD	CMD

\* Wherever ED is reporting directly to CMD.

### NOTES:

1. The members of Tender Committee at appropriate level shall consist of one representative each from Indenting, Procurement / Contracts and Finance Deptt.
2. Negotiations with bidders, if necessary, will be carried out by Tender Committee with the approval of the authority competent to approve the award upto serial No. 4. In case of approving authority being CMD / Directors, such approval will be given by ED (CC&M) / ED of the Region. In case of awards to be approved by the Committee of Functional Directors / Sub-Committee of the Board / Board, this approval shall be obtained from CMD.

**Manuscript Register of Purchase/Work Orders  
Awarded Without Prior Finance Concurrence**

S.No.	Tender Notice No/Inquiry No	Date of Issue of Notice/Inquiry	Nature of Tender (open/Limited)	Date of Opening	Names of Parties Tendering
1	2	3	4	5	6

Names of Officers who were associated at the time of opening	Particulars of Work	Name of Contractor to whom awarded	LOI/Acceptance letter No. & Date	Value of Work	Scheudled date of completion
7	8	9	10	11	12

Note: This register shall be put up at the end of each month to an Executive of a level not less than a Senior Manager for his information, and his signature obtained thereon.

Particulars to be Furnished by the Official (Supervisor/E-1) Making the Spot Purchase  
to the Authority who Authorised the Purchase

1. Material with quantity authorised for purchase.
2. Name of the Officers who did the purchase.
3. No. of quotations obtained.
4. Particulars of quotations:
  - a) Names of the parties
  - b) Quantity offered.
  - c) Price per unit
  - d) Total Value
5. Whether the price is regarded reasonable (with reference to the prevalent market prices or with reference to the previous purchase price taking into account any known variation in prices.)
6. Particulars of order placed:
  - a) No. & Date of the Order
  - b) Name & address of the party
  - c) Material
  - d) Quantity
  - e) Value
  - f) Payment by Cash/by Cheque.

## **SECTION III**

### **DELEGATION OF POWERS FOR NETRA**

While implementing the DOP, the user should refer to the "Remarks" appearing at the end of the item as well as to the "General Notes" appearing at the end of this Section.

**Office Order No. 339/ 2015**

**Sub: Delegation of Power for Creation of C&M Section at NETRA**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has delegated the powers of RED to ED (NETRA) to the extent applicable for Procurement of Materials and Services for NETRA.

**(A. K. Rastogi)**

**Company Secretary**

**Office Order No. 352/2016**

**Sub: Delegation of Powers for NETRA**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011 and in replacement of existing Section-III of DOP and office order No 277/2009 dated 27.1.2009, the Chairman & Managing Director has approved the revised Delegation of Powers for NETRA as appearing in Annex-I. Accordingly, the same shall be applicable with immediate effect.

Executives of NETRA shall exercise power of revised Section-III and to the extent applicable Section-IV of DOP. They shall not exercise powers of Section-I or II.

**(A. K. RASTOGI)**

**Company Secretary**

S. No	Nature of Power	Extent of Power	Executive Authorized
1.0	Purchase: Technical and Administrative approval of Cost Estimates for indents of items (Capital as well as Spares/Consumables) related to- O&M of pilot/demonstration plant installed at NETRA or at NTPC project/ station/ RHQs/Offices , Laboratory equipments including replacement of existing one	i) Full Power ii) Up to Rs 3 Cr iii) Up to Rs 1 Cr iv) Up to Rs 50 Lakh	Functional Director ED GM AGM (E7)
2.0	Works: Technical and Administrative approval of Cost Estimate for:  i) Works and services for testing of samples, AMC/ Repair/ Calibration of Lab Equipment, O&M of pilot/demonstration plants installed at NETRA or at NTPC project/station/RHQs/Offices etc.  ii) All works of emergent nature relating to repair and maintenance at NETRA project/premises	i) Full Power ii) Up to Rs 2 Cr iii) Up to Rs 50 Lakh iv) Up to Rs 10 Lakh v) Up to Rs 50 Lakh vi) Up to Rs 10 Lakh	Functional Director ED GM AGM (E7) ED GM

**Remarks:**

- i) Approvals under 1.0 and 2.0 (i) above shall be subject to specific provision in the NETRA budget
- ii) The cost estimates shall be vetted in Finance before approval of the Competent Authority.
- iii) Certification of availability from a Single Source/OEM/OES and urgency shall be done at a level not less than AGM at E7 level.
- iv) All works under item 2 (i) and (ii) will be subject to clearance by Program Office at NETRA.
- v) In case of revision in already approved cost estimate on account of changes in taxes & duties necessitated due to change in funding/mode of tendering without any change in the scope of work, the revised cost estimate shall be got vetted from Finance and put up for approval as per above delegation. However, proposals requiring approval at levels higher than ED (NETRA) may be approved by ED (NETRA) in such cases.

S. No	Nature of Power	Extent of Power	Executive Authorized
3.0	Calling of tenders after approval of cost estimates for works and procurement vide Sl. No. 1.0 and 2.0 above		
	i) Open tender	i) Full Powers ii) Full Powers iii) Up to Rs 2 Cr iv) Up to Rs 1 Cr	ED GM AGM (E7) DGM (E6)



	ii) Limited tender	i) Full Powers ii) Full powers iii) Up to Rs 50 Lakh iv) Up to Rs 25 Lakh	ED GM AGM (E7) DGM (E6)
	iii) Single tender on original equipment Suppliers (OES) / manufacturers (OEM) / Public Sector Undertakings/ Central/ State Govt departments or where Proprietary Article Certificate (PAC) has been given or where Source Standardization (SS) has been approved/Single Vendor enlistment	i) Full Powers ii) Full Powers iii) Up to Rs 50 Lakh iv) Up to Rs 5 Lakh	ED GM AGM (E7) DGM (E6)
	iv) Single tender on grounds of urgency	i) Up to Rs 2 Cr ii) Up to Rs 1 Cr iii) Up to Rs 10 Lakh	ED GM AGM (E7)
	v) Single tender on grounds other than (iii) & (iv) above	i) Up to Rs 25 Lakh ii) Up to Rs 10 Lakh iii) Up to Rs 5 Lakh	ED GM AGM

**Remarks:**

- i) This is subject to procurement & works policy, Budget provision and instructions issued from time to time.
- ii) Tenders shall be called by the Contracts & Material Deptt. of NETRA
- iii) Open tender inquiry by advertisement would not be necessary in view of the high cost of advertisement where the estimated value of works/procurement is less than Rs. 50 Lakh. There shall be no objection to limited tender enquiry being called in such cases subject to (v) below. If however, for any valid and compulsive reason open tender enquiry by way of advertisement is considered as justified for procurement estimated at less than Rs. 50 Lakh approval for the same may be taken at a level not less than GM.
- iv) While obtaining approval of the competent authority for limited tender for works & services exceeding Rs. 50 Lakh and in all cases of single tender inquiries, reasons for adopting such modes of tendering shall be recorded in writing. Such cases shall be in consultation with Finance.
- v) Limited Tender enquiry is to be invited from all the parties in the approved list of vendors/contractors in view of Office Order No. 265/2007.
- vi) In case where approved list of Vendors is available or pre-qualification of vendors is done, sending enquiries to all such approved vendors or pre-qualified vendors shall be treated as open tender.
- vii) Bids under clause 3.0 (iii) shall be called from both original equipment suppliers and Original equipment manufacturers wherever original equipment manufacturer/original equipment supplier is known and approachable.
- viii) Under clause 3.0 (iii), the works on Single Tender from Original Equipment Supplier (OES) / Original Equipment Manufacturer (OEM)/ Proprietary Article Certificate (PAC) and Certificate of Urgency shall be approved at a level not less than AGM (E7)

of the indenting Deptt. along with indent that it is technically necessary to get the work done by the Original Equipment Supplier /Original Equipment Manufacturer.

- ix) Single tender as at serial no. 3.0 (v) may be resorted to in exceptional circumstances to be recorded in writing, where adequate response at economical rates, within the time available is not expected by taking recourse to open/limited tenders.
- x) This power will be exercised subject to following:
  - a) QR for Open Tender beyond Rs. 2 Cr for NETRA will be approved by a QR committee to be constituted for NETRA with members at the level of E7 with one representative each of Indenting Group, Contracts & Materials at NETRA in addition to one member from Corporate Engg and Corporate Finance. The member from Corporate Engg shall be nominated by ED (Engg), while other members shall be nominated by ED (NETRA)/ED (Fin). ED (NETRA) shall be the Chairman of this QR Committee.
  - b) D (T) and D (O) with the concurrence of ED (F) will have full powers in respect of calling of single tenders.
  - c) All PAC and OEM/OES cases beyond Rs. 50 Lakh will be referred to a Committee to be constituted at NETRA with members not below the level of E7 from Corporate Engineering, Program Office and C&M of NETRA to ascertain the availability of alternate sources of supply. ED (NETRA) shall be the competent authority to nominate the committee members and to approve recommendations of the committee.
- xi) EMD need not be asked for limited tenders with estimated cost of upto Rs. 10,00,000/- and all single tenders. Further, 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.
- xii) In case of vendor enlistment done by way of pre-qualification of vendors through press advertisement all Eligible Enlisted Vendors will be considered as the approved list of vendors for that tender and issuing tender enquiry to all such approved vendors shall be treated as Open Tender (S no 3.0.(i)) for calling tender, if number of such Eligible Enlisted Vendors is four or more. If number of eligible enlisted vendors for the case is less than four but more than one, it may be treated as Limited Tender ( SI No 3.0 (ii) ) for calling of tender.

In exceptional circumstances where the enquiry is not sent to all the eligible enlisted vendors, the reasons for omitting certain vendors shall be recorded in writing while seeking approval for calling of tenders from competent authority. In such cases the powers in DoP, as applicable for Limited Tender shall apply.

S.No	Nature of Power	Extent of Power	Executive Authorized
4.0	Approvals of award of contracts against tenders invited vide SI No, 3.0 above, in consultation with Finance.		
	i) Open tender	i) Up to Rs 5 Cr ii) Up to Rs 2 Cr iii) Up to Rs 1 Cr	ED GM AGM (E7)
	ii) Single response against open tender	i) Up to Rs 2 Cr ii) Up to Rs 50 Lakh	ED GM
	iii) Limited tender	i) Up to Rs 2 Cr ii) Up to Rs 50 Lakh iii) Up to Rs 25 Lakh	ED GM AGM (E7)

		iv) Up to Rs 5 Lakh	DGM (E6)
	iv) Single tender from OEM /OES/ PSU/ Govt. Deptt. or for procurement cases against approved PAC/ Source Standardization/ Single Vendor enlistment	i) Up to Rs 2 Cr ii) Up to Rs 50 Lakh iii) Up to Rs 25 Lakh iv) Up to Rs 5 Lakh	ED GM AGM (E7) DGM (E6)
	v) Single tender on grounds of urgency	i) Up to Rs 1 Cr ii) Up to Rs 50 Lakh iii) Up to Rs 10 Lakh	ED GM AGM (E7)
	vi) Single tender on grounds other than (iv) and (v) above	i) Rs 15 Lakh ii) Rs 5 Lakh	ED GM

**Remarks:**

- i) Approval for award of contracts having value beyond ED's power and upto Rs. 100 Cr shall be accorded by concerned Functional Director and Director (Operation) subject to financial concurrence by ED (F)
- ii) All tenders valued at more than Rs. 5 Lakh shall be considered by a Tender Committee consisting of representatives from Materials / Contracts of NETRA, Indenting Dept. and Finance at the levels indicated in **Annex-I**. Finance Deptt. will be associated in all tender openings.
- iii) Cases not considered by a Tender Committee shall be subject to prior finance Concurrence excepting that such concurrence is not required for awards valued upto Rs 20,000/-provided such orders are not placed under single tender. The contract awarded without prior Finance Concurrence shall be entered in a register as per performa at **Annex.II**. This will be open to check by Internal Audit.
- iv) The powers referred to herein shall apply to the award value. Any reimbursement of duties and taxes at actual to the Contractor need not be included for this purpose.
- v) In case of single response against limited tender, re-tendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/ negotiated but reasons thereof will be recorded in writing and submitted to the Competent Authority for approval treating the same as single tender on grounds of urgency.
- vi) In case a ring is suspected, besides other actions to break the ring as may be necessitated retendering shall be resorted to.
- vii) A Monthly management information report shall be submitted by Contract & Material department of NETRA to ED in respect of contracts awarded on Single Tender on grounds of urgency and Single Tender as per sl.no.4 (vi).
- viii) There will be no objection to the use of rate/running contracts awarded by DGS&D or NTPC Projects/Stations for placing orders at the rates fixed there under subject to adjustment in price for different locations for delivery/works related to NETRA
- ix) In case of single response against open tender, the tender may be accepted/negotiated but reasons thereof will be recorded in writing and submitted to Competent Authority for approval as per 4.0 (ii) above.

S.No	Nature of Power	Extent of Power	Executive Authorized
5.0	a) Technical approval for undertaking Research Project(s)	i) Up to Rs 35 Cr ii) Up to Rs 10 Cr	D (T) & D (O) ED

	b)Administrative approval for undertaking Research Project(s)	i) Full Power ii) Up to Rs 35 Cr iii) Up to Rs 10 Cr iv) Up to Rs 2 Cr	Functional Director ED (NETRA) GM AGM (E7)
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**Remarks:**

- i) Approvals under 5.0 above shall be subject to specific provision in the NETRA budget.
- ii) Research Projects are those projects which include new initiatives, set up of trial/pilot/demonstration/scale up plants, adoption/adaptation of new technology, knowledge enhancement or activities useful to NTPC
- iii) The Cost estimates shall be vetted in Finance before approval of the Competent Authority.
- iv) In case of revision in already approved cost estimate on account of changes in taxes & duties necessitated due to any reasons including change in scope of works, the revised cost estimate shall be got vetted from Finance and put up for approval as per above delegation.

S.No	Nature of Power	Extent of Power	Executive Authorized
6.0	Calling of tenders after approval of cost estimates for works and procurement vide Sl. No. 5.0 above.		
	i) Open tender	i) Full Powers ii) Full Powers iii) Up to Rs 2 Cr iv) Up to Rs 1 Cr	ED GM AGM (E7) DGM (E6)
	ii) Limited tender	i) Full Powers ii) Full powers iii) Up to Rs 50 Lakh iv) Up to Rs 25 Lakh	ED GM AGM (E7) DGM (E6)
	iii) Single tender on original equipment Suppliers (OES) / manufacturers (OEM) / Public Sector Undertakings/ Central/ State Govt departments or where Proprietary Article Certificate (PAC) has been given or where Source Standardization (SS) has been approved/Single Vendor enlistment	i) Full Powers ii) Full Powers iii) Up to Rs 50 Lakh iv) Up to Rs 5 Lakh	ED GM AGM (E7) DGM (E6)
	iv) Single tender on grounds of urgency	i) Full Power ii) Up to Rs 1 Cr iii) Up to Rs 10 Lakh	ED GM AGM (E7)
	v) Single tender on grounds of New Technology Adoption/Adaptation	i) Full Powers ii) Up to Rs 25 Lakh	Functional Director ED

		iii) Up to Rs 10 Lakh iv) Up to Rs 5 Lakh	GM AGM
	vi) Single tender on grounds other than (iii), (iv) & (v) above	i) Up to Rs 25 Lakh ii) Up to Rs 10 Lakh iii) Up to Rs 5 Lakh	ED GM AGM

**Remarks:**

- i) This is subject to procurement & works policy, Budget provision and instructions issued from time to time for NETRA.
- ii) Tenders shall be called by the Contracts & Material Deptt. of NETRA
- iii) Open tender inquiry by advertisement would not be necessary in view of the high cost of advertisement where the estimated value of works/procurement is less than Rs. 50 Lakh. There shall be no objection to limited tender enquiry being called in such cases subject to (v) below. If however, for any valid and compulsive reason open tender enquiry by way of advertisement is considered as justified for procurement estimated at less than Rs. 50 Lakh approval for the same may be taken at a level not less than GM.
- iv) While obtaining approval of the competent authority for limited tender for works & services exceeding Rs. 50 Lakh and in all cases of single tender inquiries, reasons for adopting such modes of tendering shall be recorded in writing. Such cases shall be in consultation with Finance.
- v) Limited Tender enquiry is to be invited from all the parties in the approved list of vendors/contractors in view of Office Order No. 265/2007.
- vi) In case where approved list of Vendors is available or pre-qualification of vendors is done, sending enquiries to all such approved vendors or pre-qualified vendors shall be treated as open tender.
- vii) Bids under clause 6.0 (iii) shall be called from both original equipment suppliers and Original equipment manufacturers wherever original equipment manufacturer/original equipment supplier is known and approachable.
- viii) Under clause 6.0 (iii), the works on Single Tender from Original Equipment Supplier (OES) / Original Equipment Manufacturer (OEM)/ Proprietary Article Certificate (PAC) and certificate of urgency shall be approved at a level not less than AGM (E7) of the indenting Deptt. along with indent that it is technically necessary to get the work done by the Original Equipment Supplier /Original Equipment Manufacturer.
- ix) Single tender as at serial no. 6.0 (vi) may be resorted to in exceptional circumstances to be recorded in writing, where adequate response at economical rates, within the time available is not expected by taking recourse to open/limited tenders.
- x) This power will be exercised subject to following:
  - a) QR for Open Tender beyond Rs. 2 Cr for NETRA will be approved by a QR committee to be constituted for NETRA with members at the level of E7 with one representative each of Indenting Group, Contracts & Materials at NETRA in addition to one member from Corporate Engg and Corporate Finance. The member from Corporate Engg. shall be nominated by ED (Engg.), while other members shall be nominated by ED (NETRA)/ED (Fin). ED (NETRA) shall be the Chairman of this QR Committee.
  - b) D (T) and D (O) with the concurrence of ED (F) will have full powers in respect of calling of single tenders.
  - c) All PAC and OEM/OES cases beyond Rs. 50 Lakh will be referred to a Committee to be constituted at NETRA with members not below the level of E7 from Corporate Engineering, Program Office and C&M of NETRA to ascertain the availability of alternate sources of supply. ED (NETRA) shall be the competent

authority to nominate the committee members and to approve recommendations of the committee.

xi) EMD need not be asked for limited tenders with estimated cost of upto Rs. 10,00,000/- and all single tenders. Further, 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.

xii) In case of vendor enlistment done by way of pre-qualification of vendors by NETRA/CPC/Corporate Materials through press advertisement, all Eligible Enlisted Vendors will be considered as the approved list of vendors for that tender and issuing tender enquiry to all such approved vendors shall be treated as Open Tender (S no 6.0(i)) for calling tender, if number of such Eligible Enlisted Vendors is four or more. If number of eligible enlisted vendors for the case is less four but more than one, it may be treated as Limited Tender ( SI No 6.0 (ii) ) for calling of tender.

In exceptional circumstances where the enquiry is not sent to all the eligible enlisted vendors, the reasons for omitting certain vendors shall be recorded in writing while seeking approval for calling of tenders from competent authority. In such cases the powers in DoP, as applicable for Limited Tender shall apply.

S.No	Nature of Power	Extent of Power	Executive Authorized
7.0	Approval for Award of Contract for Research Project against Tender invited vide S.No. 6.0 above		
	(i) Open tender	(i) Up to Rs 35 Cr (ii) Up to Rs 10 Cr (iii) Up to Rs 2 Cr (iv) Up to Rs 25 Lakh	ED GM AGM (E7) DGM (E6)
	(ii) Single response against open tender	(i) Up to Rs 8 Cr (ii) Up to Rs 2 Cr (iii) Upto Rs 25 Lakh (iv) Upto Rs 10 Lakh	ED GM AGM (E7) DGM (E6)
	(iii) Limited tender	(i) Up to Rs 8 Cr (ii) Up to Rs 2 Cr (iii) Upto Rs 25 Lakh (iv) Upto Rs 10 Lakh	ED GM AGM (E7) DGM (E6)
	(iv) Single tender on grounds of urgency or single source availability	(i) Up to Rs 1 Cr (ii) Upto Rs 50 Lakh (iii) Upto Rs 10 Lakh	ED GM AGM (E7)
	(v) Single tender on grounds of New Technology Adoption/Adaptation	(i) Full Powers (ii) Up to Rs 25 Lakh (iii) Up to Rs 10 Lakh (iv) Up to Rs 5 Lakh	Functional Director ED  GM AGM(E7)
	(vi) Single Tender on grounds other than (iv) and (v) above	(i) Up to Rs 20 Lakh (ii) Up to Rs 5 Lakh (iii) Up to Rs 3 Lakh	ED GM AGM (E7)

**Remarks:**

- i) Approval for award of contracts having value beyond ED's power and upto Rs. 100 Cr shall be accorded by concerned Functional Director and Director (Operation) subject to financial concurrence by ED (F).
- ii) All tenders valued at more than Rs. 5 Lakh shall be considered by a Tender Committee consisting of representatives from Materials / Contracts of NETRA, Indenting Dept. and Finance at the levels indicated in **Annex-I**. Finance Deptt. will be associated in all tender openings.
- iii) Cases not considered by a Tender Committee shall be subject to prior finance Concurrence excepting that such concurrence is not required for awards valued upto Rs. 20,000/-provided such orders are not placed under single tender. The contract awarded without prior Finance Concurrence shall be entered in a register as per proforma at **Annex II**. This will be open to check by Internal Audit.
- iv) The powers referred to herein shall apply to the award value. Any reimbursement of duties and taxes at actual to the Contractor need not be included for this purpose.
- v) In case of single response against limited tender, re-tendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/negotiated but reasons thereof will be recorded in writing and submitted to the Competent Authority for approval treating the same as single tender on grounds of urgency.
- vi) In case a ring is suspected, besides other actions to break the ring as may be necessitated retendering shall be resorted to.
- vii) A Monthly management information report shall be submitted by Contract & Material department of NETRA to ED in respect of contracts awarded on Single Tender on grounds of urgency and Single Tender as per sl.no.7 (v) and (VI).
- viii) In case of single response against open tender, the tender may be accepted/negotiated but reasons thereof will be recorded in writing and submitted to Competent Authority for approval as per 7.0 (ii) above.

S.No	Nature of Power	Extent of Power	Executive Authorized
8.0	Research Co-operation with Domestic/Foreign Institutions:		
8.1	Approval of Non-Disclosure Agreement	Full Powers	ED (NETRA)
8.2	Approval for entering into MoU / Agreement / Collaborative research project without financial implication	Full Powers	Functional Director
8.3	Approval for entering into MoU / Agreement / Collaborative research project with any CPSE or government autonomous institutions including but not limited to IIT, CSIR etc in consultation with finance	i) Full Powers ii) Up to Rs 10 Cr	Functional Director ED (NETRA)

**Remarks:**

- i) Technical & Administrative approval for entering into MoU / Agreement / Collaborative research project with any domestic private Institutions/parties shall be accorded by Functional Director of NETRA and Director (Operations).
- ii) Technical & Administrative approval for trial of select technologies / products / software / process on single source basis and incurring expenditure in connection thereof from domestic institutions / parties shall be accorded by Functional Director of NETRA and Director (Operations).

Sl.No.	Nature of Power	Extent of Power	Executive Authorized
9.0	<p>Variations during post award execution of contracts relating to works and purchase with respect to award price for Contracts/LOA due to scope/quantity variations, new items/substituted items,</p> <p>Technical approval for the above</p> <p>a) within the variation limit provided in the contract(excl. new items/substituted items)</p>	<p>i) Full Powers</p> <p>ii) upto variation limit provided in the Contract subject to a ceiling of Rs. 10 crore in the aggregate including approvals at the lower levels.</p> <p>iii) Up to an aggregate of 75% of the variation provided in the contract but not exceeding Rs. 30 lakh in the aggregate including approvals at lower levels</p> <p>iv) Up to an aggregate of 50% of the variation provided in the contract but not exceeding Rs. 20 Lakh in the aggregate including approvals at lower levels</p>	<p>ED</p> <p>GM</p> <p>AGM (E7)</p> <p>DGM (E6)</p>
	b) Where the variances are beyond the variation limits provided in the contract / LOA (including new items/substituted items)	<p>i) Upto an aggregate variation of Rs. 5 Crore including approvals at lower levels or 30% of the contract value whichever is lower</p> <p>ii) Upto an aggregate variation of Rs. 75 lakh or 20% of the contract value whichever is lower</p>	<p>ED</p> <p>GM</p>



		iii) Upto an aggregate variation of Rs. 5 lakh or 10% of the contract value whichever is lower	AGM (E7)
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**Remarks:**

- i) For exercise of these powers, the proposal shall be vetted by Program Office (NETRA) for works of Technical nature before putting up to Competent Authority for approval. Power under this item shall be exercised by the executives in the indenting deptt.
- ii) For contract valued at Rs. 25 lakh and below, irrespective of percentage variation (a) For S.No.9.0 (a) –GM shall have full Powers. (b) For S.No. 9.0 (b) AGM (E7) shall have full powers for variation upto Rs. 2 lakhs. (ii) GM shall have full powers for variation upto Rs. 10 lakhs, (iii) ED shall have full powers for variation upto Rs. 20 lakhs. However, the variation shall not exceed the original awarded contract price.
- iii) The powers delegated under 9.0(b) are in addition to powers at 9.0(a).
- iv) The powers under 9.0(b) shall also be applicable for cases requiring revision of rates.
- v) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approvals at lower levels, both in terms of percentages and amounts and shall not be treated as an exclusive power at that particular level. As and when variation limit either in terms of percentages or amount including approvals at lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.
- vi) Where variation limit is mentioned only for the contact price and not on each item of the contract, the variation upto the limit would be covered under S.No. 9.0 (a) and the variation beyond the variation limit would be covered under Sl. No. 9.0 (b)
- vii) In case of contracts where different variation limits have been provided for different groups of work (eg. In Civil works Contracts), the variation beyond the limit for each group would be covered under Sl.No. 9.0 (b).
- viii) Concerned Functional Director shall have full powers under Sl.No. 9.0 (b)
- ix) The variations would be computed on gross basis under Sl.No. 9.0 (a) & 9.0 (b) separately.

Sl.No.	Nature of Power	Extent of Power	Executive Authorized
10.0	Administrative approval for the issue of change order based on technical approval at 9.0 above, in consultation with Finance.  a) Within variation limit provided in the contract (excluding new items/ substituted items)	i) Full Powers  ii) up to variation limit provided in the Contract subject to a ceiling of Rs.10 crore in the aggregate including approvals at the lower levels  iii) Up to an aggregate of 75% of the variation provided in the contract but not exceeding Rs. 30 lakh in	ED  GM  AGM (E7)

		the aggregate including approvals at lower levels  iv) Up to an aggregate of 25% of the variation provided in the contract but not exceeding Rs. 10 Lakh in the aggregate including approvals at lower levels	DGM (E6)
	b) Beyond the variation limit provided in contract/LOA including new items and substituted items  i) For Contracts approved by higher authority	Any deviation/ alteration having aggregate price implication upto the value of his award powers under the mode of tendering relevant for the subject contract or  i) 10% of the value of the contract, whichever is lower, including approvals at lower level ii) 5% of the value of the contract, whichever is lower, including approvals at lower level	ED  GM
	ii) For contracts approved by himself or at lower level	i) Any deviation/ alteration having price implication upto 30% of the value of the contract, in the aggregate, including approvals at lower level ii) Any deviation/ alteration having price implication upto 20% of the value of the contract, in the aggregate, including approvals at lower level	ED  GM

**Remarks:**

- i) These powers shall be exercised in consultation with Finance.
- ii) For contracts valued at Rs. 10 lakh and below, irrespective of percentage variation, administrative approval for issue of change order shall be accorded as follows :
  - ED – for variation upto Rs. 10 lakh
  - GM – for variation upto Rs. 5 lakh
 However, DGM/AGM shall continue to have power as indicated in the above clause

- iii) The powers under 10.0 (b) shall also be applicable for cases requiring revision of rates
- iv) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approval at lower levels both in terms of percentages and amounts and shall not be treated as an exclusive power of that particular level. As and when variation limit either in terms of percentages or amount, including approvals of lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.
- v) After technical approval, ED (NETRA) shall approve a Committee to finalize the rates, wherever relevant, for approval as per Delegation of Powers.
- vi) When variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under Sl. No 10.0(a). In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under Sl.No. 10.0(b).
- vii) The variations would be computed on net basis under Sl.No. 10.0 (a) & 10.0(b).
- viii) For contracts having award value beyond the delegated authority of D (T) and D (O), any deviation/alteration from the terms of the contract having aggregate price implication upto Rs 100 Crore or 10% of the contract whichever is lower excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract, shall be approved by D (T) and D (O) with the concurrence of ED (Fin).
- ix) For contracts having award value equal or lower than the delegated authority of D (T) and D(O), any deviation/alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs 110 Crore (including award value) shall be approved by D (T) and D (O) with the concurrence of ED (Fin).

Sl.No.	Nature of Power	Extent of Power	Executive Authorized
11.0	Extension in completion period in respect of works, supplies and consultancy services in consultation with Finance.	i) Full Powers ii) Full powers for contracts approved by ED or below iii) Full Powers for contracts approved by AGM or lower authority	ED  GM  AGM (E7)

**Remarks:**

- i) This item of delegation is applicable where extension in completion period is granted with levy of LD as provided in the Contract.
- ii) Provisional extension in completion period may be granted without prejudice to the right to levy of LD.

Sl. No.	Nature of Power	Extent of Power	Executive Authorized
12.0	Extension in completion period in respect of works, supplies and consultancy services along with reduction/waiver of LD, in consultation with Finance.	i) Full Powers ii) Full powers for contracts approved by ED or below iii) Full Powers for contracts approved by AGM or lower authority	ED  GM  AGM (E7)

**Remarks:**

- i) For reduction/waiver of LD, it would be necessary to reasonably establish that delays are not attributable to the Contractor/Supplier.
- ii) This power shall be exercised in consultation with Finance, Adequate reasons & justification shall be recorded in writing.
- iii) Where higher tendered rates were originally accepted on account of earlier completion of work/delivery, the approval of waiver / reduction of LD will be obtained from next higher authority.
- iv) If delay is attributable to contractor / supplier, but without any direct / indirect loss to NTPC, such cases would be dealt with on case-to-case basis subject to financial concurrence and approval of competent authority.

Sl. No.	Nature of Power	Extent of Power	Executive Authorized
13.0 (A)	Modification in terms of contract not having financial implication including waiver of inspection, in consultation with Finance.	<ul style="list-style-type: none"> <li>i) Full Powers</li> <li>ii) Full powers in respect of orders placed by himself or lower authority</li> </ul>	ED/GM AGM (E7)

**Remarks:**

- i) In case of advance payments, inspection may be waived by not less than GM.
- ii) In case of payment against proof of dispatch of a proprietary/standardized item, inspection may be waived by the authority competent to approve the order.
- iii) Waiver of inspection before dispatch shall be considered in consultation with indenting department.

Sl. No.	Nature of Power	Extent of Power	Executive Authorized
13.0 (B)	Modification in terms of contract having financial implication, in consultation with Finance.	<ul style="list-style-type: none"> <li>i) Full Powers subject to a maximum financial implication of Rs.25 lakh in aggregate in a particular contract</li> <li>ii) Upto Rs. 5 lakh in aggregate in a particular contract</li> </ul>	ED  GM

**Remarks:**

- i) These powers are to be exercised in consultation with Finance.
- ii) The cases pertaining to modification in terms of the contract which could be covered under clause 9,10,11,12 and 13(A) above shall not be approved under this sub-clause.
- iii) These powers should not be exercised for revision of item rates
- iv) Concerned Functional Director shall have full powers under item 13(B) with concurrence of GM (F) / ED (F).

Sl. No.	Nature of Power	Extent of Power	Executive Authorized
13.0 (C)	Modification in terms of Contract involving financial implications which is not quantifiable e.g. reduction in the value of Bank Guarantee/change in the terms of Bank Guarantee, indices-related changes etc. in consultation with Finance	<ul style="list-style-type: none"> <li>i) Full Powers</li> <li>ii) Full powers in respect of orders placed by himself or lower authority</li> </ul>	ED  GM

**Remarks:**

- i) These powers are to be exercised in consultation with Finance.
- ii) Adequate reasons to be recorded in writing in order to establish that financial implication of modification in the terms of the contract are not quantifiable.
- iii) These powers should not be exercised for revision of item rates.
- iv) The cases pertaining to modification in terms of the Contract due to scope/quantity variations, new items / substituted items; extension in completion period; reduction/waiver of LD providing temporary relief to the contractor and grant of escalation/compensation in exceptional circumstances shall be covered under clauses 9,10,11,12 and 13(A) above shall not be approved under this sub-clause.

S.No	Nature of Power	Extent of Power	Executive Authorized
14.0	Consultancy:		
	Approval of estimates, calling of tenders and Award of Consultancy Contracts related to NETRA projects/activities including post- award variation, in consultation with Finance.	i) Up to Rs. 3 Cr ii) Up to Rs. 2 Cr  iii) Up to Rs. 50 Lakh iv) Up to Rs. 20 Lakh	D(T) & D (O) Functional Director  ED GM

**Remarks:**

1. Technical approval and administrative approval of Cost Estimate shall be obtained from corresponding levels in respective indenting Departments. This delegation refers to consultancy with a professional/institution for a specific work, or assignment of a one time job of investigation /testing/review report/advice etc. on a specific issue and includes all types of consultancy assignments related to NETRA.
2. The powers shall be exercised in consultation with Finance
3. Subject to observance of normal tendering procedure.
4. Calling of tenders and award shall be done by Concerned Department at NETRA.
5. All cases beyond Rs.2 Lakh shall be considered by a tender committee constituted as per provisions in Annex-I.
6. For contracts having award value beyond the delegated authority of two Directors, any deviation/alteration from the terms of contract having aggregate price implication upto Rs. 3 Cr or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible with the terms of the original contract, shall be approved by D (T) and D (O) with the concurrence of ED (F).
7. For contracts having award value equal or lower than the delegated authority of Director, any deviation / alteration from the terms of contract resulting in revision in value of contract not exceeding Rs. 3.30 Cr (including award value) shall be approved by D (T) and D (O) with the concurrence of ED (F). However, in cases where the award value including aggregate variation exceeds Rs. 3 Cr, the variation shall be limited to 20% of the award value.
8. EMD need not be asked for limited tenders with estimated cost of upto Rs. 10,00,000/- and all single tenders. Further, 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. (Modified through Office order No 327/2014).
9. In respect of single tender pertaining to consultancy contracts, the approval of award shall be as follows:
  - a. ED Rs. 30 Lakh
  - b. GM Rs. 15 Lakh

S.No	Nature of Power	Extent of Power	Executive Authorized
15	Approval of expenditure on testing/ service charges from external agencies	Full Power Up to Rs 25,000 Up to Rs 10,000	GM AGM(E7) DGM (E6)

**Remarks:**

- i) For each investigations which may be done by NPL/IIT/PTC /Shriram Test House or any other recognized test laboratories/test houses.

S.No	Nature of Power	Extent of Power	Executive Authorized
16	Approval of expenditure relating to transport, Boarding and lodging, Honorarium, fees to faculty, course materials and hospitality for Lecture/Presentation/ Knowledge sharing -ICWF		
a)	To Foreign Expert	Full Power	Functional Director
b)	To Domestic Expert	Full Power	ED

S.No	Nature of Power	Extent of Power	Executive Authorized
17	Approval for IPR related works and expenditure thereof in consultation with finance (ICWF)	Full Power	ED

S.No	Nature of Power	Extent of Power	Executive Authorized
18	Administrative Approval for Sale of unserviceable obsolete T & P, lab equipment & pilot plant	Full Power	Head of NETRA

**Remarks:**

- Subject to the Head of NETRA's approval to the material being declared as surplus / scrap / unserviceable and reserve price being fixed and the process of disposal being determined by a committee duly constituted by ED/GM with one executive each from Materials Management Division, User department and Finance and further subject to guidelines as issued from time to time.
- Mode of disposal of surplus plant and machinery shall be approved by not less than GM, after they are declared as surplus and after approval of the CMD has been obtained for their disposal.

S.No	Nature of Power	Extent of Power	Executive Authorized
19	Approval for hiring of equipments	Full Power	Head of NETRA

**Remarks:**

- i. Subject to observance of normal tendering procedure wherever required.

S.No	Nature of Power	Extent of Power	Executive Authorized
20	Write-off of any item of worn-out or obsolete equipment (other than office equipment)	Rs. 5 Lakh each case (annual cap Rs 25 lakh)  Rs. 1 Lakh each case (annual cap Rs 15 lakh)	ED  GM

**Remarks:**

- i) These powers shall be exercised on the basis of recommendation of a Committee comprising representatives of Concerned Deptt., Corporate Finance and Corporate Materials not below the level of E-6 to be constituted by GMs of respective Deptts., A copy of the Report of the Committee together with approval to write off shall be sent to Corporate Accounts for necessary adjustments in accounts

S.No	Nature of Power	Extent of Power	Executive Authorized
21	Approval of Schedule of Rates for various services rendered to outside Clients	Full Powers	Functional Director

**Remarks:**

- i) Man-day rate for Scientists and other employees shall be worked out using the methodology as adopted by Consultancy Wing.

S.No	Nature of Power	Extent of Power	Executive Authorized
22	Purchase of sundry nature	i) Up to Rs. 5 Lakh ii) Up to Rs. 2 Lakh iii) Up to Rs. 50,000	ED GM AGM (E7)

**Remarks:**

- i) This will be applicable in those cases where procedure as per Sl. No 1 & 2 cannot be followed for the reasons to be recorded in writing.
- ii) Purchases will normally be made by Contracts/Material management or indenting department after approval by the competent authority. However, for purchases upto Rs. 20,000/- (Rs. 50,000/- in case of purchases from Super bazar/Public Sector /NTPC Co-operative/ Kendriya Bhandar). In exigencies of work, it shall not be necessary to make the purchases through Contracts/Material management Services and there would be no objection if such purchases are made by the departments themselves. The particulars of Purchases are to be recorded in a separate register as per **Annex-II**. This will be open to check by Internal Audit.

- iii) For purchase of any item valuing more than Rs.5,000 /- shall be accounted for through SRV and SIV. Items valuing Rs. 5,000/- or less shall be accounted for in the departmental stock register. After purchase, statement of particulars of purchases as at **Annex-II** shall be submitted to the authority who authorised the purchase and his signature taken thereon. In addition, a Consolidated Monthly Report shall be submitted for information to Head of NETRA.
- iv) Purchases will be made after determining the reasonableness of the price.
- v) No finance concurrence would be required in case of purchases upto Rs. 20,000/- (Rs. 50,000/-for purchases from Super Bazar/ Public Sector/ NTPC Co-operative/ Kendriya Bhandar). Purchases beyond Rs. 20,000/- and upto Rs. 50,000/- shall be in association with a representative of Finance, one of the officials being at least of E-2 level. The particulars of purchase/Works will be recorded in a separate register as per Annex-II.
- vi) Powers of purchase under this category are to be used for a particular occasion. The requirement shall not be broken down into separate items to avoid approval from higher authority.
- vii) Purchases beyond Rs. 50,000.00 be made by purchase committee consisting of representatives from Contracts / Material management Services, and Finance besides the representative from the department requiring the purchases to be made/works to be executed, as may be nominated by the respective HODs, one of the officials being at E-2 level. Representative of Contracts / Material Management Services shall be the co-ordinator of the Committee.
- (vii) In case of purchases of sundry requirement where Finance concurrence is not required in terms of note (ii) above or in cases where Finance representative has been associated for the purchases, no separate Finance Concurrence would be required.
- (viii) Any reimbursement of taxes and duties at actual shall not be included for this purpose.

S.No	Nature of Power	Extent of Power	Executive Authorized
23	Award of work order for execution of petty works (in consultation with Finance)	i) Upto Rs.7.5 Lakh per occasion ii) Upto Rs. 2 lakh per occasion and Upto Rs. 5 lakh per annum	ED GM

**Remarks:**

- i) This power is to be exercised in those cases where normal tendering procedure cannot be followed for reasons to be recorded in writing.
- ii) Where the value of work exceeds Rs. 20,000/- on each occasion, Finance Concurrence will be required.

S.No	Nature of Power	Extent of Power	Executive Authorized
24	Repeat order for purchases	Upto 50% value of the original order approved by himself or lower authority  Upto 50% value of the original order approved by himself or lower authority  Upto 50% value of the original order approved by himself or lower authority	ED  GM  AGM (E7)



**Remarks:**

Repeat orders may be placed on the same party on the same rates, terms and conditions as stipulated in the original orders with Finance concurrence against previous orders placed on open/limited tender basis, or single tender involving PAC or source standardization subject to the following:-

- i) The normal processing of the case is likely to delay the procurement and adversely affect the work.
- ii) The date of repeat order will not be more than three months after the completion of the original order.
- iii) A reasonable assessment and certification by the Contract Services/ Materials Management Services that there has been no downward trend in prices.
- iv) The prices against original orders were not escalated to compensate for earlier deliveries.
- v) Repeat order shall not be placed more than once.
- vi) In the event, the repeat order envisages different location for delivery/works, suitable adjustment in prices shall be considered to cover this aspect. Suitable enhancement of PV ceiling 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.
- vii) The award value of repeat order shall not exceed Rs. 1 crore.
- viii) 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 the authority competent to approve the original award.

S.No	Nature of Power	Extent of Power	Executive Authorized
25	Authorising payments against bills for works/supply/ services (advances/ running/final bills).	i) Full Powers ii) Full Powers iii) Full Powers iv) Up to Rs 25 Lakh v) Up to Rs 10 Lakh vi) Up to Rs 5 Lakh	ED GM AGM (E7) DGM (E6) Sr Manager (E5) Manager (E4)

**Remarks:**

This item is not for authorising expenditure, but for verification of bills for expenditure already approved by Competent Authority.

## GENERAL NOTES

Note 1 Enlistment of vendors duly pre-qualified shall be subject to approval of ED (NETRA)

Note 2 The power delegated to AGM under the above delegation Sl. No. 22 and 25 may be exercised by a DGM/Sr. Manager with the specific approval of the GM/ED if the AGM is not in position in the concerned Deptt./Group.

Note 3 All proposals for approval required at a level higher than ED in respect of cases emanating from NETRA shall be routed through ED (CC&M) and ED (Finance) for approvals of D(T) and D(O) / CMD/ Committee of Functional Directors for Contracts/ Sub-Committee/Board..

Note 4 All proposals for approval of CMD/ Committee of Functional Directors for Contracts /Sub- committee/Board shall be forwarded through ED (CC&M), ED (Finance), D (T), D (O) and D (F).

Note 4A For cases where after invitation of bids, it becomes necessary to cancel the existing tenders and invite fresh bids, the powers for cancellation of tenders shall be as under:

In case where bids have not been received, the authority empowered to invite the bids shall also have the powers to cancel such tenders. However, in case where, after invitation, bids have been received and opened, the authority empowered to approve the award of such contracts, shall have the powers to cancel such tenders.

Note 5 "Full powers" shall mean "Full Powers" upto the power of CMD only i.e. in no case "Full Powers" will exceed the power of CMD.

Note 6 Delegation of Powers to sign Contracts/Purchase Orders on behalf of NTPC subject to the Contracts/ Purchase Orders being vetted by Finance and the standard forms of the Contract / Purchase Orders being vetted by Legal Deptt. shall be as follows:

Authority to approve	Authority to sign
I Board/ Contracts Sub-committee of the Board/ Committee of Functional Directors for Contracts / CMD/ Directors	Not below the level of Sr. Manager(E5)
II ED / GM	Not below the level of Manager (E4)
III AGM / DGM	Not below the level of Dy. Manager (E3)
IV Sr. Manager/ Manager	Not below the level of Sr. Officer / Sr. Engineer (E2)

(i) The authority approving the award of contracts will also have the power to sign the contract.

(ii) The delegation does not cover the contracts which are to be executed under common seal of the Company as per specific Resolution of the Board of Directors/Sub-Committee of the Board/ Committee of Functional Directors for Contracts.

Note 7 The powers for cancellation/termination of the Contract either in part or in full as the case may be shall be as follows:

S.No	Subject Matter	Competent Authority to cancellation/ termination of Contract	Authority to sign	Remarks
I	Cases where the approving authority for award of contract is Committee of Functional Directors for Contracts/Sub-Committee of the Board/ Board of Directors	CMD	Not below the level of Sr. Manager (E5)	The proposal for cancellation/ Termination of the Contract shall be put up to the CMD through ED (CC&M), D (O) and D (F).
II	Cases where the approving authority for award of contract is Directors / CMD:	ED	GM	
III	Cases where the approving authority for award of contract is ED or below:	Executives at the same level as the authority competent for award of contract but not below DGM level.	Not below the level of Dy. Manager (E3)	

- i. The above does not cover contract scope deletion/addition under quantity variation provisions in the contract which shall be dealt with under the relevant provisions
- ii. Cancellation / termination of the contract shall be in consultation with Finance. Further, the notice of cancellation / termination shall be vetted by Legal Deptt.

**Note 8** Whenever NETRA is headed by an Executive occupying a level which is one level lower than that sanctioned for the Head of NETRA; such Head of NETRA shall exercise the powers of such higher level post which, though sanctioned, has not been filled up.

**Note 9** The provisions contained under clauses 2.0 above shall also be applicable for lease/lease-cum-purchase of equipment, pollution control equipment etc.

**Note 10** Rate Contracts for a period of one year or more but not exceeding two years may be entered into with suppliers/manufacturers/ Service providers with the approval of Competent Authority not below the level of GM or ED depending upon total value of procurement during the period of the Rate Contract and the mode of tendering adopted within the powers delegated to them. Requirement against these rate contracts shall be projected by the indenters to the Contracts and Materials department of NETRA after seeking technical and administrative approval from the competent authority specified in the scheme of Delegation of Powers, but at a level not lower than DGM and also after obtaining budget certification. As per the requirement projected, individual awards against these rate contracts shall be approved by the authority competent to approve the award of contract against Open Tender. Procurement should be made as per terms of the approved Rate Contract in consultation with Finance.

For individual award under Rate Contract, Tender Committee will not be necessary.

Cumulative value of individual awards under a Rate Contract shall not exceed the original approved value of the Rate Contract. If the cumulative value exceeds the original approved value of the Rate Contract, fresh approval of the cumulative value of the Rate Contract is to be obtained from the appropriate authority as per DOP, before issue of further order(s).

Note 11 Exercise of delegation of powers under items Nos. 3, 4, 6 and 7 and other C&M related activities shall be done by the executives at appropriate levels in C&M Department.

Note-12 In case of single-stage two-envelope bidding, approval for opening of price bids is to be obtained from the authority competent to approve the award based on estimated value. In case of two-stage bidding, approval for inviting price bids is to be obtained from the authority competent to approve the award based on estimated value. However, where approving authority is Board of Directors or its Contracts sub-committee or Committee of Functional Directors for Contracts, approval for opening/inviting price bids is to be obtained from the Chairman & Managing Director”.

Note13 Period contract is a contract which has been awarded for a specific period mentioned in the contract. Annual Rate Contract is an example of Period contract. Any fresh extension of such a contract is to be considered as a single tender award. Hence a separate proposal need be initiated for award of a single tender contract. However, where provision of extension is in-built in the original contract, approval shall be required from the authority competent to approve award for revised value (inclusive of original award value).

Note14 For the purpose of DOP:

Multiple response but single technically acceptable offer against Open Tender shall be treated as Single Response against Open Tender.

Multiple response but single technically acceptable offer against enquiries issued to eligible enlisted vendors, (four or more), it will be treated as “Single Response against Open Tender”

Single response against Limited Tender shall be treated as Single Tender.

Multiple response but single technically acceptable offer against Limited Tender shall be treated as Single Tender.

Note 15 Concerned Functional Director for a particular department shall be the Director under whose administrative control the department functions

Note 16 Vendor Selection & Source Standardisation shall be done as per approved guideline in Vision document for Vendor Enlistment. Tenders amongst all the approved Vendors in Source Standardisation / Vender Selection shall be treated as Limited Tender provided number of parties is more than one.

XXXXXX

**Annexure I****Constitution and Approval of Tender Committee**

S. No	Level of Award Approval	Level of TC	Nomination of TC	Approval of TC
1	DGM	E4	DGM (E6)	AGM(C&M) (E7)
2	DGM/AGM	E5/E4	DGM (E6)	AGM(C&M) (E7)
3	GM	E6/E5	AGM (E7)	GM(C&M)
4	ED	E7/E6	GM	GM (C&M)
5	CMD/DIRECTORS	E7	GM/ED	ED (NETRA)
6	Sub-Committee/Committee of Functional Directors for Contracts	E8/E7	ED	ED (NETRA)
7	Board	E9/E8	DIRECTOR/ED*	CMD

\*Wherever ED is reporting directly to CMD

**Notes:**

1. The Members of Tender committee at appropriate level shall consist of one representative each from indenting, Procurement/Contracts and Finance Department.
2. Negotiations with bidders, if necessary, will be carried out by Tender Committee with the approval of the authority competent to approve the award up to serial no. 4. In case of approving authority being CMD/ Directors, such approval will be given by ED (NETRA). In case of award to be approved by the Committee of Functional Directors/Sub-Committee of the Board / Board, this approval shall be obtained from CMD.

**Annexure II**

Manuscript Register of Purchase / Work Orders Awarded Without Prior Finance  
Concurrence

S. No.	Date of Issue of Notice/Enquiry	Date of Purchase	Particulars of item Purchased	Bill No.	Total Amount
1	2	3	4	5	6

Names of Parties	Names of Officers who were associated at the time of Purchase	SAP PR No., If Any	Remarks
7	8	9	10

## **SECTION IV**

### **DELEGATION OF POWERS APPLICABLE TO HUMAN RESOURCES, ADMINISTRATIVE AND MISCELLANEOUS POWERS IN REGIONS/ PROJECTS/GENERATING STATIONS AND CORPORATE CENTRE**

While implementing the DOP, the user should refer to the "Remarks" appearing at the end of the item as well as to the "General Notes" appearing at the end of this Section.

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S. No.	Particulars of Clauses
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4.	Employee Benefit matters like Leaves, Advances, promotion, resignation etc.
5.	Transfer of Employees
6.	T.A.
7.	Medical Expenses
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10.	Professional Institution Membership
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34.	ICD / R&R / CSR related Clauses
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36.	Technical & Administrative approval of Cost Estimates etc.
37.	Calling of Tender for works and procurement
38.	Approval for Award of Contracts
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40	Purchase of sundry items / Local Purchase
41	Repeat order for works and purchases
42	Variation in contracts
43	Extension in completion period for works etc.
44	Reduction/waiver of LD
45	Modifications in terms of contract
46	Technical and Administrative approval for Canteen, Guest House & Security
47	Technical and Administrative approval for Insurance related matters
48	Award of work order for Execution of petty works of emergent nature

<b>S. No.</b>	<b>Subject Matter</b>	<b>Extent of Power Delegated</b>	<b>Officers authorized to exercise powers</b>	<b>Remarks</b>
1.	To sanction, abolish and operate posts within manpower budget approved by Board	Full Powers (i) Executives posts upto E7 ICW :CMD (ii) Non-Executives posts	D (HR)  ED(HR) / RED	
2a.	Recruitment activities pertaining to executives and non-executives including trainees. Administrative as well as policy related activities: Employment Exchange Notification/Press Advt. mode & method, venue & other expenditure related matters, screening of candidates to be called for test/interview, constitution of Selection Boards, final selection of candidates and interview Board Members, Approval of Panel, Revalidation of panel, give service weightage, pay fixation, release and closure of offers etc. as per Recruitment Policy guidelines.	Full Powers  (i) Upto E 9  (ii) Upto E8  (iii) Non-Executives	D (HR)  ED (HR)  Region : RED / RHOHR	
2b.	Sanction of expenditure on advertisement through Corp. Communications in consultation with Finance	Full Powers  (i) Upto E 9 (ii) Upto E8 (iii) Non-Executives	D (HR) ED (HR) Region : RED / RHOHR	
2c.	Communicate order of appointment, closure, TA Claim of candidates, extension of joining time, Purchase of Stamp papers	Full Powers  (i) Upto E 9  (ii) Upto E7  (iii) Non-Executives	AGM(HR)  Manager (HR)  Project/Region: Manager(HR)	
2d.	Constitution of Medical Board for medical examination of new appointees	Full Power	CMO	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
3.	Service related matters like closure or extension of probation on appointment / promotions (Orders to be issued by HR Department)	<p>Full Powers</p> <p>(i) Upto E7 within their charge</p> <p>(ii) Upto E6 within their charge</p> <p>(iii) Upto E5</p> <p>(iv) Non-Executives within their charge</p>	<p>CC/Proj./Region: Concerned FD</p> <p>CC : FED Region : RED</p> <p>CC : GM Region : GM Project : BUH</p> <p>CC/Region/Project: Concerned HOD</p>	In respect of E-7 employees who are directly reporting to Directors and Functional EDs, powers shall vest with CMD.
4.	<p>Employee Benefit matters like:</p> <p>(a) Sanction of all kinds of Regular leave to employees &amp; trainees</p> <p>(b) (i) EOL – upto 3 months on any one occasion other than illness.</p> <p>(ii) Upto six months on any one occasion on Medical Certificate other than TB, Leprosy, Cancer.</p> <p>(iii) Upto 18 months on any one occasion for TB, Leprosy, Cancer.</p> <p>(iv) EOL not exceeding 20 days on any one occasion for Trainees / Apprentices. <b>(Clause 4 b (i) to (iv) as modified through Office Order 370 / 2017 dated 7.11.2017)</b></p> <p>(v) EOL in relaxation to normal rules not exceeding 5 years</p>	<p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p>	<p>Reporting Officer not below E4</p> <p>CC : ED/Head of PMI Region : RHOHR Project : RHOHR (E7)*</p> <p>D(HR)</p>	<p>* Head of Shared Services shall also exercise the powers of RHOHR</p>

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	(c) Sanction of Child Care Leave <b>(As modified through Office Order 370 / 2017 dated 7.11.2017)</b>	Full Powers	CC : GM(HR) Region : RHOHR Project : RHOHR (E7)*	* Head of Shared Services shall also exercise the powers of RHOHR
	(d) Sanction of advances as per rules and within lump sum budget allotted: (i) Conveyance Advance (ii) HBA (iii) Children Higher Education Loan (iv) Leave Salary Advance (v) Cash Incentives for acquiring higher/additional qualifications (vi) Incentive for Small family norms (vii) Learning Official language (Hindi) (viii) Conveyance Reimbursement (ix) Wedding Gift <b>(As modified through Office Order 370 / 2017 dated 7.11.2017)</b>	Full Powers	CC : HRE (E6) Region : HRE (E6) To be exercised at Regional Headquarters	
	(e) Transfer of bond / service agreement to other Central / State Govt. / PSUs in consultation with Finance. & Approval for recovering the cost of training from employees in terms of service agreement bond; in consultation with Finance; sanction of local conveyance as per rules. <b>(As modified through Office Order 370 / 2017 dated 7.11.2017)</b>	Full Powers	CC : HRE (E6) Region : HRE (E6) To be exercised at Regional Headquarters	
	(f) Relaxation in eligibility conditions for grant of advances namely HBA, Conveyance Advance, PC Advance, Children Education loan with regard to years of service left before superannuation and change in adjustment of installments for	Full Powers	CC : Group Head (EB) Region : RHOHR/RED Project : RHOHR (E7)*	* Head of Shared Services shall also exercise the powers of RHOHR

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	advances recovery including relaxation of time limit for recovery as per relevant rules. <b>(As modified through Office Order 370 / 2017 dated 7.11.2017)</b>			
	(g) Sponsoring employees for higher studies in India at Company cost.	Full Powers	Functional Director	
	(h) Grant of study leave without pay and allowance for studies for a maximum period of three years once in entire service	(a) For Study Leave within India  (b) For Study Leave outside India	CC : Concerned ED Project/Region: RED  Functional Director	
	(i) a. Forwarding of application through proper channel for outside employment as per rules	(a) Upto E 7  (b) Upto E 8	CC : Group Head (EB) Region : RHOHR Project : HOHR  CC : ED(HR) Region/Project: RED	
	(i) b. Transfer of outstanding loan under these rules in consultation with Finance	Full Powers	CC : ED(HR) Region/Project: RED	
	(j) Promotion to Employees as per policy / guidelines within the approved manpower budget. <b>(Clause 4 j (c) as modified through Office Order 370 / 2017 dated 7.11.2017)</b>	(a) Upto E6 (b) Upto E5  (c) Non-Exec.	Director (HR) CC : ED(HR) Region : RED CC : GM(HR) Region: RHOHR Project : RHOHR (E7)*	* Head of Shared Services shall also exercise the powers of RHOHR
	(k) Acceptance / execution of Deeds, Bonds, Agreements, which are already legally vetted and submission of statutory returns.	Full Powers	HRE (E2)	
	(l) Acceptance of resignation of an employee with or without waiver of notice period subject to observance of policies, rules and guidelines <b>(Clause 4 l (c) as modified through Office Order 370 / 2017 dated 7.11.2017)</b>	(a) Upto E 8 (b) Upto E 7  (c) Upto E-4 including ETs & NEs	D(HR) CC : ED(HR) Region/Proj. : RED CC : GM(HR) Region: RHOHR Project : RHOHR (E7)*	* Head of Shared Services shall also exercise the powers of RHOHR

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	(m) Termination of service of an employee as per the terms of his contract of appointment, subject to CDA Rules/ Standing Orders	a. Upto E 7 b. Upto E5 c. Non – Exe.	D(HR) ED(HR) CC :GM(HR) Region : HOHR Project : BUH	
	(n) Issuance of certificate to employees and to sanction HRA in terms of HRA Policy.  <b>(Inserted through Office Order 370 / 2017 dated 7.11.2017)</b>	Full Powers	Region: RHOHR Project : RHOHR (E7)*	For issuance of certificate to employees and the power to sanction HRA in terms of HRA Policy, wherever the powers have been vested with BUH, the same may be delegated to RHOHR.
5.	Transfer of Executives : i) Transfer of Executives from one Department to another (within Project / Station / Offices) <b>(As Modified through Office Order No 364/2017 dated 3.8.2017)</b>	Full Powers a) Upto E7  b) Upto E8 (other than BUH) (ICW FD)	CC :ED(HR) Region : RED Project/Station: BUH  D (HR)	Transfers shall be effected within sanctioned manpower. Transfers shall be subject to Job Rotation Policy and other relevant Policies/ Rules.
	ii) For inter Project / Station / Office transfer within Region	Full Powers a) Upto E7 (Non HOD- (ICW FED) b) Upto E8 (other than BUH) (ICW FD)	RED  D(HR)	
	iii) Inter Regional transfers including CC a) Non-Executive  b) Upto E6  c) Upto E8 (other than BUH)	Full Powers (ICWREDS)  Full Powers (ICWED/RED)  Full Powers (ICWFD)	GM (HR), CC  ED(HR)  D(HR)	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	iv) From line function to staff functions like HR, F&A, Safety, IT, Corporate Communication, Contracts & Materials & Vigilance etc. within the Project/Station/Office:			
	a) Upto E 5 (ICW FED)	Full Powers	CC : ED(HR) Region : RED/ RHOHR (E8)	
	b) Upto E7A, ICWFD	Full Powers	D (HR)	
	(v) Within CC from one Deptt. to another  (a) Upto E4 (b) Upto E6 (c) Upto E7	Full Powers Full Powers Full Powers	GM(HR) ED(HR) D(HR)	Orders shall be issued by HR, where there is change in Pay Roll area (for V) in consultation with concerned FED.
	(vi) Within the department at Corporate Centre for employees under their charges:  (a) Upto E5 (b) Upto E6 (c) Upto E7	Full Powers Full Powers Full Powers	Concerned GM Concerned ED Concerned Director	
	(vii) Transfer of Non-Executives :  i) (a) Within Department  (b) From one Deptt. to another within Project / Station /Offices	Full Powers  Full Powers	Concerned GM  CC: GM(HR) Region: RED Project: BUH	
	ii) From line function to staff functions, Project erection to O&M or vice versa and to HR, F&A, Safety, IT, Corporate Communication, Contracts & Materials & Vigilance etc. within the Project / Station / Office	Full Powers	CC: GM(HR) Region: RHOHR (E8) Project: BUH	
	iii) Transfer of Non Executives for Inter Project / Station / Office within Region	Full Powers	Region : RED	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	iv) Inter-Regional Transfer including CC	Full Powers (ICW REDs)	GM(HR), CC	
<p>Note: It is hereby clarified that BUH/RED/ED (HR) has full powers for transfer of Executives from one department to another in the Project/Region/CC respectively. However, in case BUH proposes to do cross-functional transfer i.e. from Line to Staff; Project erection to O&amp;M or vice versa in terms of Clause 5(i), the proposal is to be routed through RED &amp; has to have the approval of ED (HR). Consultation with respective Functional Executive Director shall be done at CC.</p> <p><b>(Modified through O/O 343/2015 dated 30.10.2015)</b></p>				
6.	(i) Sanction of tours within India, TA advance, settlement of TA claim including their own subject to tour being permitted / approved by higher authority	Full Powers	E 6	(i) Approval by higher authority is not required for Directors. (ii) Permission is required from Higher Authority for BUH/REDs/EDs directly reporting to CMD/Directors
	(ii) Sanction of expenditure on cancellation of air/rail booking, reimbursement of Tatkal charges	Full Powers	E6	
	(iii) Sanction of expenditure relating to the cost of tickets: (a) For journeys not performed by air/rail including Tatkal  (b) For premium trains  (c) For fixation of monetary ceiling of reimbursement of Travel Agency charges  (d) To travel on official tour by a class / mode higher than entitled TA rules.  (e) For relaxation of air bookings through Travel Portals other than that of Airlines in emergency.	Full Powers   Full Powers   Full Powers   Full Powers   Full Powers	CC : GM Region : GM Project : BUH  CC : GM Region : GM Project : BUH  CC : GM Region : GM Project : BUH  CC : GM Region : GM Project : BUH  CC : GM Region : GM Project : BUH	



S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	(f) Approval of TA claims after expiry period of 6 months from the date of completion of return journey on the basis of recommendations of Committee.	Full Powers	CC : ED(HR)  Region/Proj: RED	A Committee consisting of Head of HR/Head of Finance in Project/Region and GM (HR)/ GM (Finance) at CC shall be constituted to examine and recommend payment of TA claims submitted after expiry period of 6 months.
7.	(a) Sanction of medical advance to employees for hospitalization (OPD, IPD), Diagnostic tests within India, in consultation with Head of Health Centre and Finance which shall be settled as per rules and entitlement of employee	(i). Upto 1 lakh (ii) Full Powers	GM/BUH ED/RED	
	(b) Reimbursement of medical expenses in relaxation of normal rules for eligible employees and their dependants as per medical rules on the basis of recommendation of Standing Committee with members from Finance, HR, Medical, constituted by ED/GM/BUH	1. Full Powers  2. For relaxation upto Rs. 20,000	CC : ED(HR) Region : RED  CC : GM(HR) Region : RHOHR Project : BUH	
	(c) Reimbursement of medical expenses in relaxation of rules on the basis of recommendation of a Committee constituted by representatives of Fin, HR & Medical not below the level of E7/E8	Full Powers	D(HR)	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
8.	(i) To accord permission for delivery of lectures and acceptance of honorarium without financial liability to the Company and to permit pursuing studies / appearing in exams outside office hours and subject to the same not affecting the execution of official work, with intimation to HR	Full Powers	HOD	
	(ii) To permit undertaking of assignment outside NTPC as per laid down policy	Full Powers	ED (HR)	
9.	Sanction of overtime work and countersigning overtime claim of staff under his charge; subject to rules / policies from time to time	Full Powers	CC:ED/RED Region : ED/RED Project : BUH	
10.	Approval for Institutional membership of a Professional Institution and in consultation with Finance at the time of becoming member and Co. Secretary about renewal/discontinuation / processing for payment and intimation at CC : (a) Indian / Foreign Institution registered in India : (i) Benefitting only one Project/Station (ii) Benefitting particularly one region or a discipline at CC	Full Powers  Full Powers	BUH/GM  FED/RED/BUH	
	(b) Foreign Institution	In foreign currency equivalent upto Rs. 10 lakh	Functional Director	
11.	(a) Approval of welfare related expenditure on Sports, Cultural meets, functions, excursions, quizzes, tournaments including purchase/hire of infrastructural facilities, equipment for above, arranging training for school teachers, in NTPC Project	1. Full Powers  2. Upto Rs. 50 lakh per annum  3. Upto Rs. 25 lakh per annum	D (HR)  CC : ED(HR) Region : RED  CC : GM(HR) Region : RHOHR Project : BUH	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	Schools, Spouses, wards of employees etc. of Projects / Regions/ CC upto 7 working days; in consultation with Finance subject to annual budget.			
	(b) Sanction of sponsorship / co-sponsorship of seminars, workshops, presentations, discussions and related expenditure on hospitality, providing kits, course materials and sponsoring of sports events for the Govt., in consultation with Finance subject to annual budget	1. Upto Rs. 5 lakh subject to Rs. 30 lakh per annum. 2. Upto Rs. 2 lakh subject to Rs. 20 lakh per annum 3. Upto Rs. 1 lakh subject to Rs. 10 lakh per annum	Director  RED / ED  BUH	
12.	Approval for purchase of technical, Mgmt. journals, periodicals, books (including digital/E-books) for on line membership, Law, E-Technical books etc. on the basis of recommendation of library committee for Projects / RHQ / PMI subject to budget and entry in accession register and Newspapers, Magazines for Sr. Officers / Guest House/ Field Hostel / Corp. Communication / PMI / Central / Departmental library at Project / Region / Corp. Centre as per approved norms.	1.Full Powers (ICWF)  2.Upto Rs. 15,000 per annum	BUH/ GM / RHOHR/ HOD-Corp. Communication / Co. Secy. / Head of Law  Head of the Department	
13.	(a) Sanction of contingent expenditure and advance thereof;  (b) Sanction of advance for local purchases as per clause 40.	1. Full Powers (ICWF)  2. Upto Rs. 10 lakh per annum (ICWF)  3. Upto Rs. 15,000 per occasion subject to Rs. 5 lakh per annum	CC : ED Region : RED Project : BUH  CC / Region / Project : GM/Co. Secretary  HOD	Advance beyond Rs. 10,000 to be sanctioned to executives only. No Finance concurrence will be required where the expenditure involved is upto Rs. 20,000/-. Account for observance of

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
				annual limits shall be kept by Finance Establishment.
14. (i)	Signing of documents for registration, installation, shifting / surrender of any communication equipment and network connection and signing of residential / non – residential lease as per standard lease or in consultation with Law Deptt. for non-residential accommodation.	Full Powers	HRE (E2)	
(ii)	Sanction for installation of communication equipment and network connection as per norms	Full Powers	CC/Project/Region : Concerned HR / IT / Communication Executive	
(iii)	In relaxation to approved norms.	Full Powers	CC : ED Region : RED Project : BUH	
15.	(i) Sanction of advance rent upto six month for leased residential accommodation for employees to be adjusted in the first six months and permitting retention of Company Leased accommodation with telephone facilities, if any, upto the end of Academic session. <b>(As modified through Office Order 370 / 2017 dated 7.11.2017)</b>	Full Powers	CC : HRE(E6) Region : RHOHR Project : RHOHR (E7)*	* Head of Shared Services shall also exercise the powers of RHOHR
	(ii) Retention of Company Leased accommodation beyond academic session for reasons other than education of children. <b>(As modified through Office Order 370 / 2017 dated 7.11.2017)</b>	Full Powers	CC : ED(HR) Region : RED Project : RHOHR (E7)*	* Head of Shared Services shall also exercise the powers of RHOHR
	(iii) In relaxation of normal rules	Full Power	D(HR)	
16.	Leasing / hiring of office accommodation / Transit Camp / Storage Godown as per	Full Powers	CC : ED (HR) Region : RED Project : BUH*	*For Storage Godown only

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	norms, in consultation with Finance.			
17.	Sanction for use of vehicles for all types of office purposes:  (a) Within the rate contract from approved parties / as per the terms and conditions of rate contract from any other agency / party in exigencies; in consultation with Finance.	Full Powers	CC: GM / Group Head (Rectt.) / Group Head (ER) / Group Head (ES) /HOD - Corp. Commn. / Co. Secy. Region : GM / RHOHR Project : GM	
	(b) Beyond rate contract	Full Power	CC : ED(HR) Region : RED Project : BUH	
18.	Sanction of expenditure on maintenance, major & minor overhaul, upkeep, furnishing of vehicles from Approved and Non-approved agencies in case of exigencies; Fuel & Insurance for company vehicle from Nationalized Insurance Companies per vehicle per year, for which proper record is to be maintained by Auto base / HR Employee Services	(i) Full Powers  (ii) Upto Rs.20,000/- per occasion upto Rs. 2.5 lakh per annum	CC : ED Region : RED Project : BUH CC/Region/Project: HOD (Autobase/ES)	
19.	Sanction of expenditure on publication of NITs, Gazette notifications, any NTPC Schemes etc. and advance thereof subject to DAVP/ Govt. rates / Relevant tariff rates through empanelled agencies	Full Power	CC/Region/Project : Co. Secy./HOD of concerned Section	
20.	Sanction of expenditure for printing and binding from empanelled agencies for Corp. Communication & for other Departments from enlisted parties in consultation with Finance.	(i) Full Powers  (ii) Upto Rs. 50,000 per occasion subject to a ceiling of Rs. 5 lakh per annum	CC : GM/HOD (Corporate Communication)/ Co. Secretary Region : RHOHR Project : BUH  HOD	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
21.	(a) Expenditure on official entertainment, hospitality	(i) Full Powers  (ii) Upto Rs.40,000 per annum  (iii) Upto Rs. 30,000 per annum  (iv) Upto Rs.8,000 per annum  (v) Upto Rs. 5000 per annum	CC : ED Region : RED Project : BUH GM  E7  E6  E5	These powers are subject to a monthly report to be submitted to ED at CC, RED at RHQ and HOP at Project.
	(b) For providing hospitality to members of Unions/ Associations and Auditors in connection with meeting	Full Powers	CC : GM (Fin.) Group Head : (ER) Region : RHOHR / RHOF Project : HOHR/ HOF	
	(c) Sanction of expenditure on hospitality and entertainment on behalf and at the instance of CMD / FD/ ED / BUH at office or outside subject to prior approval and submission of reports at periodical intervals	Full Powers	CC:Group Head(HR-ES) / GM(CP) / HOD-(Corporate Communication)/ Region : RHOHR Project : HOHR	
22.	(i) Sanction of permanent recoupable imprest to employees ICWF. (ii) Sanction of expenditure against advances / imprest	(i) Full Powers  (ii) Upto Rs. 10,000/-	CC/Region: ED Project : BUH  CC/Region/Project: Group Head/HOD	
23.	Sanction of expenditure for (a) Application / participation fee for different award by external agencies.	(i) Full Powers (ICWF) (ii) Application fee of Rs. 20,000 in each case and upto Rs. 5.0 lakh per annum	ED  CC / Region : GM Project : BUH	
	b) Awards / rewards / mementos to employees for outstanding performance and/or accomplishment of exemplary tasks, in consultation with Finance.	(i) Upto Rs. 15,000/- per employee subject to Rs. 5 lakh per Project/Station/ RHQ.	Concerned Functional Director	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
		(ii) Upto Rs. 10,000/- per employee subject to Rs. 2 lakh per Project/Station/ RHQ/CC  (iii) Upto Rs. 5,000/- per employee subject to Rs. 1 lakh per Project/Station/ RHQ./CC	ED  GM	
24.	(a) Authorizing payment of bills pertaining to insurance of moveable & immovable assets / Electricity / Water / Telephone Broadband / Internet / website / post & telegraphs including for Franking machine / courier / rental charges for office and transit camp accommodation, Taxes / Insurance / registration fee etc. in respect of company's vehicles subject to verification by the user of facilities wherever applicable.  (b) Authorizing payment against bills for works/ supplies / services / hire charges (advance / running bills) <b>(As Modified through Office Order No 350/2016 dated 5.4.2016)</b>	(i) Full Powers  (ii) Full powers where no penalty is involved  (i) Full Powers (ii) Upto Rs. 25 lakhs (iii) Upto Rs. 10 lakhs (iv) Upto Rs. 5 lakhs	CC/Region/ Project: Concerned HOD Dealing executive  CC/Region/Project: Concerned HOD/E7  E6 E5 E4	
25.	Powers to write off : (a) Books/Journals/Publications /equipment/furniture/ furnishing/ book value of IT or Communication system / hardware after completion of	(i) Upto Rs. 20 lakh in each case (ii) Upto Rs. 10 lakh in each case	Director  ED	Each case for this purpose refers to each proposal of write-off irrespective of no. of items involved

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	life as per guidelines issued from time to time and on basis of Committee recommendations wherever applicable, in consultation with Finance.	(iii) Upto Rs. 5 lakh in each case	GM/BUH	in the proposal.
	(b) Outstanding debit balance appearing in accounts of employees / Contractors / Suppliers / Clients, Bond money of ET (ICWF)	(i) Upto Rs. 50,000/- in each case (ii) Upto Rs. 20,000/- in each case (iii) Upto Rs. 5,000 in each case	Concerned Director  Concerned ED  GM/BUH	
26.	(a) Administrative approval for sale of all motor vehicles subject to norms and adhering to the approved procedure, in consultation with Finance.	Full Powers	CC : ED(HR) Region : RED	
	(b) Disposal of salvage/scrap/surplus / obsolete / unserviceable material / motor vehicles / office equipments / trees ; after item(s) being declared as surplus / obsolete and to the reserve price and manner of disposal determined by a Committee of Concerned Deptt / F&A / C&M / HR, ICWF.	Full Powers	CC : ED(HR) Region : RED Project : BUH	
27.	(a) To approve training programmes for ETs, extension of training period; approval for recovery of amount in terms of service agreement bonds of ETs, sanction of expenditure for hiring hotels for different type of programmes in India as per Approved calendar or on account of shortage at PMI for departmental / external participants on recoverable basis ; Pricing of PMI	Full Powers	Head of PMI	



S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	programmes ( long & short term), Approval for hiring Classroom and Education aids including PCs, peripherals, Video Conferencing, Digital Projection System, maintenance thereof; Engagement of Research Assistants / Associates for research / Consultancy assignments / Projects approved for 180 days on each occasion; To permit usage of PMI facilities to outsiders on chargeable basis as per approved guidelines; norms, in consultation with Finance.			
	(b) Sanction of expenditure for hiring hotels for different types of programmes abroad in tie-up with Foreign Institute / Organization, beyond approved calendar; Administrative approval for undertaking Research Projects and engagement of Research Assistants/ Associates for Research/ Consultancy Assignments / Projects beyond 180 days on each occasion and any relaxation to activities/ power for conducting training programmes in consultation with Finance.	Full Powers	D(HR)	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	(c) To approve training programme for NE/ other Trainees, Approval for recovery of amount in terms of service agreement bond for N.E. Trainees; Sanction of expenditure for hiring hotels for training programme outside EDC at Projects / Offices as per approved calendar by RED / BUH ; hiring of PC, Peripherals of PC, Video Conferencing, Digital projection system and maintenance here of, Class room and educational aids, Sanction of expenditure relating to transport; Boarding and lodging, Honorarium, fees to faculty, course materials and hospitality to the participants in the training programme etc. as per prescribed norms / policy in consultation with Finance.	Full Powers	Region / Project : RHOHR / HOHR / Head of EDC  CC : Executives designated by Head of PMI	
	(d) Deputing employees including ETs, NE trainees and Apprentices for external and internal training in India.	(i) For upto 2 weeks upto E 7 level  (ii) For upto 4 weeks upto E 7 level and Upto 2 weeks for E8 and upto 3 mandays for self where tour is not involved.  (iii) Full Powers	GM  ED  Functional Director	For EDs reporting to CMD, D (HR) shall be the approving authority.
28.	Sanction of expenditure for: (i) Holding Seminars, Conferences with internal / external participants organized by Departments and for meets like NBC, NJPC, RJPC, HRD	(i) Full Powers  (ii) Full powers upto 3 days	CC : ED Region : RED  CC : GM Region : GM Project : BUH	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	intervention etc. in consultation with Finance. (ii) Prior approval for hiring of PC, Peripherals of PC, Video Conferencing / Digital Projection System and maintenance thereof in consultation with Finance.	Full Powers	CC : GM Region : GM Project : BUH	
29.	Sanction of expenditure on: A.(i) Advt. & publicity through various media other than NIT and subject to budget provision. (ii) Sponsoring of events for NTPC Brand building in consultation with Finance. (iii) Local/State/National Exhibition and related expenditure thereof like preparation of models / journals / manuals in consultation with Finance. (iv) Photography / Videography / digitalization / albums and hiring of media monitoring agencies and services in consultation with Finance. (v) Production of Film/News capsule / TV spots etc. and expenditure thereof for all related activities including telecast contract to be approved by Corporate Communication in consultation with Finance.	(i) Full Powers  (ii) Upto Rs. 10 lakh per occasion  (iii) Upto Rs. 3 lakh per occasion	CC:ED (Corp.Comm.)  CC:HOD (Corp.Comm.) Region : RED  CC:Executive nominated by ED(Corp.Comm.)  Region : RHOHR Project : BUH	
	B. (i) Expenditure on print and Electronic media persons for travel, Boarding and lodging, hospitality, local conveyance, press kits and mementos and hiring of premises for Press Conferences / Seminars / Meetings / Events / Functions / Occasions / Presentations in consultations with Finance and subject to Budget provisions.	(i) Full Powers  (ii) Upto Rs. 25 lakh per annum  (iii) Upto Rs. 15 lakh per annum	ED( CC)  RED  CC : HOD (C.C.) Region : RHOHR Project : BUH	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	C.(i) Empanelment of Advertising Agencies across NTPC & Film Makers, Website Developers and Feature Writers in consultation with Finance	Full Power	ED(CC)	
	(ii)Empanelment of photographers / videographers, in consultation with Finance	Full Powers	CC : HOD (CC) Region : RHOHR Project: BUH	
30.	(a) Sanction of expenditure for Ministry of Power / Govt. of India related activities of Printing & Stationery; procurement of books, journals in Hard and E-form; procurement of fixed assets and office equipment / communication equipment / instruments / furnishings / mementos / hospitality items / hiring of tent and related materials / PC / laptop & related peripherals / video conferencing / Digital Projection System / expenditure of lodging & boarding, providing kits, hospitality, all types of photography, telecommunication, transport for office of VVIPs, special supplements, courier expenditure, hiring of manpower including interpreters for various events like Press Conferences, Conferences / Seminars / Exhibitions / Conventions in India, utilizing the empanelled agencies / NTPC agencies / Photographers /Printers / Transport Contractors through limited tender / rate contract basis wherever it is available, in consultation with Finance. <b>(Modified Thru Office Order No 355/2017 dt. 13.1.2017)</b>	(i) Full Powers  (ii) Up to Rs. 12 lakh in a year  (iii) Up to Rs. 50,000 per item subject to a ceiling of Rs.10 lakh in a year  (iv) Up to Rs. 25,000 per item subject to a ceiling of Rs.8 lakh in a year  (v) Up to Rs. 10,000 per item subject to a ceiling of Rs.5 lakh in a year  (vi) Up to Rs. 5,000 per item subject to a ceiling of Rs.2 lakh in a year	D(HR)  ED(HR)  GM(HR)  AGM(HR)  DGM(HR)  Senior Manager (HR) / Manager (HR)	No separate in principle approval of CMD shall be required for incurring expenditure up to an annual ceiling of Rs.15 lakh for Ministry of Power / Government of India related activities based on the requests from Ministry of Power / Government of India.  Ceiling would include powers exercised at lower levels and Full Powers would mean powers up to an annual ceiling of Rs.15 lakh.  In addition to the powers delegated alongside, Director (HR) shall exercise Full Powers without any ceiling for deployment of contractual manpower at Ministry of Power.

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	(b) To approve interior / addition / alteration / renovation works in MOP / Camp or other offices of VVIPs in India in consultation with Finance	(i) Full Powers (ii) Upto Rs. 2 lakh in each case (iii) Upto Rs. 1 lakh in each case	D(HR) ED(CC) / ED(HR)  Group Head (ES) / HOD (Corp. Commn.)	
31.A	Engaging advocates and payment of fees as per NTPC schedule of rates. (i) Upto Middle Level Advocates  (ii) Upto Senior Advocates /Govt. Advocate Generals / AGI / SGI / ASGI	Full Powers  Full Powers	CC : AGM ( Law) / GM (HR)/ GM (Comml) Region : RHOHR Project : HOHR CC : ED(HR) / ED (Comml)/ Head of Law Region : RHOHR Project : BUH	
B.	(i) Engaging Sr. Advocate / Advocate General / Govt. Advocate / AGI / SGI / ASGI / Middle level advocate on their special schedule i.e. exceeding NTPC's schedule of fess in each case in consultation with Finance.	Full Powers	<u>CC</u> : Director <u>Region / Project</u> : RED	
	(ii) Appointment of lawyer on retainership basis in consultation with Finance	(i) Upto Rs. 50,000/- per month (ii) Upto Rs. 30,000/- per month (iii) Upto Rs. 20,000/- per month	Director  ED  GM/BUH	
	(iii) Payment of fee to Arbitrator	(i) Within schedule of fees  (ii) Beyond Schedule, ICWF	CC : Head of Law Region : RHOHR Project : BUH CC : Concerned Director	
C.	(i) Misc. Expenditure such as expenditure on summoning of witness, attestation of affidavits, power of attorney	(i) Full Powers	CC : GM/ Co. Secy. / Head of Law Region : RHOHR Project : BUH	



S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
				<p>3. For contracts having award value beyond the delegated authority of Two Directors any deviation/alteration from the terms of contract having aggregate price implication upto Rs. 3 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible with the terms of the original contract, shall be approved by D(T) and concerned Functional Director with the concurrence of ED(F). Where concerned Director is D(T), the powers shall be exercised by D(T) and D(HR).</p> <p>4. For contracts having award value equal or lower than the delegated authority of Director any deviation / alteration from the terms of contract resulting in revision</p>

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
				<p>in value of contract not exceeding Rs. 3.30 crore (including award value) shall be approved by D(T) and concerned functional Director with the concurrence of ED(F). However, in cases where the award value including aggregate variation exceeds Rs. 3 crore, the variation shall be limited to 20% of the award value. Where concerned Director is D(T), the powers shall be exercised by D(T) and D(HR).</p> <p>5. EMD need not be asked for limited tenders with estimated cost of upto Rs. 10,00,000/- and all single tenders. Further, ED/GM may decided, before calling of tenders, to waive/reduce the value of EMD from IITs/NITs/IISc &amp; similar institutions of repute CBRI / CPRI /GSI / CWPRS /CWC and other Govt. Institutes / agencies.</p>
34 A	Approval of R&R Plan in consultation with Finance.	Full Powers	D(HR)	The proposal for approval of



S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
B.	Modification / Substitution & addition, Re-appropriation for the strategically important activities in line with CSR-CD Policy and Basket of CSR activities in consultation with Finance within approved Budget.	Full Powers	D(HR)	D(HR)/ED (CSR & R&R) shall be initiated by R&R/ CSR Department at site and shall be subject to concurrence of R&R/CSR Deptt. at RHQ for Projects / Stations.
C	Administrative approval for providing infrastructure or grants to societies / NGOs as per R&R / CSR policy in consultation with Finance within the approved budget	Full Powers	D(HR)	
D	Changes in R&R/ICD/CSR activities including re-appropriation in consultation with Finance within approved budget for a Project / Station.	Full Powers	ED (CSR & R&R)	
E (i)	Identify and implement ICD/ R&R activities other than strategic nature in consultation with Finance out of allocated budget for respective Project / Station level ICD / R&R activities to resolve important local issues affecting their operations / project activities.	Rs. 5 lakh p.a.	Proj./Station:  BUH	
E (ii)	Identify and implement miscellaneous CSR activities other than those of strategic nature in consultation with Finance out of allocated budget for respective Project / Station level CSR activities in line with NTPC CSR & Sustainability Policy to resolve important local issues affecting their operations / project activities.	Rs. 10 lakh p.a.  Rs. 15 lakh p.a.  Rs. 50 lakh p.a.	Proj./Station:  BUH (Gas based Project / Station)  BUH (Coal based Project/ Station)  Region: RED	
E (iii)	Implement CSR activities including re-appropriation in consultation with Finance with specified approved activities for a Project / Station / Region	Full Powers  Full Powers	Proj./Station: BUH Region : RED	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
35.	Sanction of expenditure on different identified activities related to Local Communities, including PAP like training, award of scholarships etc. in consultation with Finance within the approved budget of RAP/ICD/CSR schemes	(i) Rs. 20,000 per PAP  (ii) Full Powers	<u>CC</u> : DGM(E6) (R&R/CSR) <u>Region</u> : RHOHR / Head of R&R/CSR <u>Project</u> : Head of HR/R&R/CSR  <u>CC</u> : GM(CSR) / GM(R&R) <u>Region</u> : RED/ RHOHR <u>Project</u> : BUH	Wherever separate R&R Dept. is not there, RHOHR will exercise these powers.
36 A	Technical approval and administrative approval of cost estimates for works, services and indents for procurement, in consultation with Finance.  a) Repair & Maintenance works of buildings	i) Full Powers ii) 5 Crore iii) 2 Crore iv) Upto Rs. 50 Lakh v) Upto 5 Lakh	<u>CC/Region/Proj.:</u> Director RED/ED(HR) GM AGM (E7A) AGM (E7)	
	b) (i) Repair & Maintenance of office furniture, fixtures, equipments/ systems, Hospital Equipment & Systems and AMCs thereof, etc.	i) Full Powers ii) 3 Crore iii) 1 Crore iv) 50 Lakh v) 5 Lakh vi) 2 Lakh	<u>CC/Region/Proj.:</u> Director RED/ED GM AGM (E7A) AGM (E7) DGM (E6)	
	ii) Repair and Maintenances of I.T & Communication Equipment, Upgradation of Software, Hiring of Bandwidth, including AMC & ATS thereof	i) Full Powers ii) 5 Crore iii) 2 Crore iv) 25 Lakh v) 5 Lakh vi) 2 Lakh	<u>CC/Region/Proj.:</u> Director RED/ED GM AGM (E7A) AGM (E7) DGM (E6)	
	iii) Hosting of Website, designing, redesigning & Maintenance of Website in consultation with IT and Finance.	Full Powers	<u>CC/Region/Proj.:</u> DGM(E6)	For hosting of new website, approval of GM of concerned department is required.

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	iv) For services like hiring of cars/jeeps/bus/ambulance/ other passenger vehicles on annual/ monthly or periodical basis, other services such as transportation, travel maintenance of company vehicles, tree plantation, horticulture, floriculture, printing, binding, pest control, sanitation, housekeeping, logistics, C&F agent etc.	Full Powers ii) 3 Crore iii) 1 Crore iv) 25 Lakh v) 5 Lakh vi) 2 Lakh	<u>CC/Region/Proj.:</u> Director RED / ED GM AGM (E7A) AGM (E7) DGM (E6)	ED of concerned Department
	c) Addition/ New works of capital expenditure nature in township / Modification/ alteration in buildings owned by the company	i) 10 Crore ii) 1 Crore iii) 50 Lakh iv) 20 Lakh	<u>CC/Region/Proj.:</u> D(HR) RED/ED GM AGM(E7A)	At Corp. Centre, the powers shall be exercised by the custodian
	d) Expenditure relating to Furnishing of office owned/rented	(i) Full Powers (ii) 50 lakh (iii) 10 lakh	<u>CC/Region/Proj. :</u> D (HR) RED/ED GM	
	e) Procurement/works for activities of approved R&R/ CD/ ICD/ CSR/ SD schemes	Full Powers	CC : ED (R&R) Region : RED Project : BUH	
36 B	Technical & administrative approval of indents for items to be purchased with estimated value thereof in consultation with Finance.  i) For furniture, fixtures, furnishings, Medical equipments & furniture, office equipments including photo copiers, fax machines, computer systems/PCs/ work stations /ACs / I.T / Communication Systems /expansion/upgradation of hardware and software including software package/new software	i) Full Powers ii) 3 Crore iii) 1 Crore iv) 50 Lakh v) 25 Lakh	<u>CC/Region/Proj.:</u> Director ED GM AGM(E7A) AGM(E7)	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	ii) Motor vehicles as per approved norms	Full Powers	CC :ED(HR) <u>Region/Proj.:</u> RED	
	iii) For Health Centre / Dispensary/ Hospital Stores, Spares, drugs and non-drug preparation	i) Full Powres ii) 1 Crore iii) 50 lakh iv) 10 Lakh v) 5 lakh	<u>CC/Region/Proj.:</u> D (HR) RED GM CMO(E7) Hospital (I/C)- E5	
	iv) Stock Items	i) 50 Lakh ii) 25 Lakh iii) 15 Lakh iv) 10 Lakh v) 1 Lakh	<u>CC/Region/Proj.:</u> ED GM AGM (E7A) AGM (E7) DGM (E6)	
	v) Non-stock items	i) Full Powers ii) 50 Lakh iii) 20 Lakh iv) 10 Lakh v) 5 Lakh	<u>CC/Region/Proj.:</u> Director ED GM AGM (E7A) AGM (E7)	
<p>Remarks:</p> <p>(i) Approvals under 36 shall be subject to specific provision in the MBOA / Capital Budget / O&amp;M Budget as applicable.</p> <p>(ii) The above delegation would also be applicable to accord Administrative approval for taking items on lease or hire except in case of PCs for which separate delegation is provided.</p> <p>(iii) For items to be procured for residential offices of the entitled officials, the indents shall be raised by the concerned officials as per their choice and preference.</p> <p>(iv) For items to be procured for office of EDs/GM/Head of the Project and above, the indents shall be raised by HR Deptt. keeping in view the choice and preference of the concerned officials. This would also be applicable for purchase of accessories and other furnishings for car.</p> <p>(v) The cost estimates shall be vetted in Finance before approval of the Competent Authority.</p> <p>(vi) Certification of availability from a single source/OEM/OES and urgency shall be done at a level not less than AGM/CMO at E7 level.</p> <p>(vii) CMO shall exercise powers for standardization. It is subject to prior approval of GM as may be determined by a Committee appointed by GM and review once in two years.</p> <p>(viii) Hypothecation Deeds, Indemnity Bonds etc. for the purpose of purchase/construction/erection works etc. are to be executed by officers not below the rank of Managers (E4) of concerned Deptt., after the document is vetted by Legal &amp; Finance Deptt.</p> <p>(ix) No separate approval shall be required for indents raised by the system through Material Requirement Plan (MRP) run in ERP based on MRP parameters approved by Head of Project / Station / ED(HR), CC . Such system generated indents shall be considered as approved.</p>				
37.	Calling of tenders after approval of cost estimates for works and procurement as at Sl. No. 36, in consultation with Finance.			

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	i) Open tender	i) Full Powers ii) 2 Crore iii) 1 Crore	<u>CC/Region/Proj. :</u> GM AGM (E7A) AGM (E7)	
	ii) Limited tender	i) Full Powers ii) 2 Crore iii) 50 Lakh iv) 10 lakh	<u>CC/Region/Proj. :</u> ED GM AGM (E7A) AGM (E7)	
	iii) Single tender on original equipment Suppliers (OES) / manufacturers (OEM) / Public Sector Undertakings Or where Proprietary Article Certificate (PAC) has been given or where Source Standardization (SS) has been approved	i) Full Powers ii) 2 Crore iii) 50 Lakh iv) 15 Lakh v) 5 Lakh	<u>CC/Region/Proj. :</u> ED GM AGM (E7A) AGM (E7) DGM(E6)	
	iv) Single tender on grounds of urgency	i) Full Powers ii) 15 Lakh iii) 10 Lakh iv) 5 Lakh	<u>CC/Region/Proj. :</u> ED GM AGM (E7A) AGM (E7)	
	v) Single tender on grounds other than (iii) & (iv) above	i) 15 Lakh ii) 10 Lakh	<u>CC/Region/Proj. :</u> ED GM	

**Remarks:**

- (i) This is subject to procurement & works policy, Budget provision and instructions issued from time to time.
- (ii) While obtaining approval of the competent authority for limited tender for works & services exceeding Rs. 50 lakh and in all cases of single tender inquiries, reasons for adopting such modes of tendering shall be recorded in writing. Such cases shall be in consultation with Finance.
- (iii) Tenders shall be called by the Contracts/Material Deptt./HR,CC/Concerned Deptt. for Consultancy
- (iv) Open tender inquiry by advertisement would not be necessary in view of the high cost of advertisement where the estimated value of works/procurement is less than Rs. 50 lakh. There shall be no objection to limited tender enquiry being called in such cases subject to (viii) below.
- (v) Original Equipment manufacturer (OEM)/Original Equipment Supplier (OES) / Proprietary Article Certificate (PAC) and certificate of urgency shall be approved at a level not less than AGM (E7)/CMO of the indenting department along with indent.
- (vi) EMD need not be asked for limited tenders with estimated cost of upto Rs. 10,00,000/- and all single tenders. Further, 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.  
Further, in cases where NTPC is required to place award on specified agencies in pursuance of Government guidelines/Internal Policies/ Rules etc., the authority competent for calling of tenders in consultation with Finance, may decide before calling of tenders to waive/reduce the value of

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	<p>EMD keeping in view the prevailing circumstances/market conditions, relating to the nature of work involved. <b>(As Modified thru Office Order No 357/2017 dated 18.1.2017)</b></p> <p>(vii) ED (HR) at CC &amp; REDs at Region shall have Full Powers for calling of tender for Housekeeping Contracts on Single Tender basis from Sulabh International subject to guidelines issued by Corporate Centre from time to time.</p> <p>(viii) Limited Tender enquiry is to be invited from all the parties in the approved list of vendors/contractors in view of Office Order No. 265/2007.</p> <p>(ix) In case where approved list of Vendors is available or pre-qualification of vendors is done, sending enquiries to all such approved vendors or pre-qualified vendors shall be treated as open tender.</p> <p>(x) Single tender as at serial no. 37 (v) may be resorted to in exceptional circumstances to be recorded in writing, where adequate response at economical rates, within the time available is not expected by taking recourse to open/limited tenders.</p> <p>Note: Wherever Multiple sources have been standardized through Process of open tendering, and on the recommendation of a duly constituted committee including a representative from Finance, DOP as applicable to Open Tender may be applied provided tender enquiry has been issued to all the Standardised sources not being less than four. This will not apply to procurement through Single Source Standardisation.</p>			
38	Approval of award of contracts against tenders invited vide points 36 & 37 above, in consultation with Finance.		CC/Region/Proc: ED GM/BUH AGM (E7A) AGM (E7)	
	a) Open tender	i) 5 Crore ii) 2 Crore iii) 1 Crore iii) 50 Lakh		
	b)Single response against open tender	i) 2 Crore ii) 50 Lakh iii) 25 Lakh iv) 10 Lakh	CC/Region/Proj : ED GM AGM (E7A) AGM (E7)	
	c) Limited tender	i) 2 Crore ii) 50 Lakh iii) 25 Lakh iv) 10 Lakh v) 5 Lakh	CC/Region/Proj : ED GM AGM (E7A) AGM (E7) DGM (E6)	
	d) Single tender from OEM / OES/ PSU/ Govt. Deptt. or for procurement cases against approved PAC/ Source Standardization	i) 2 Crore ii) 50 Lakh iii) 25 Lakh iv) 10 Lakh v) 5 Lakh	CC/Region/Proj : ED GM AGM (E7A) AGM (E7) DGM (E6)	
	e) Single tender on grounds of urgency	i) 1 Crore ii) 50 Lakh iv) 10 Lakh v) 2 Lakh	CC/Region/Proj : ED GM AGM (E7A) AGM (E7)	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	f) Single tender on grounds other than (d) and (e) above	i) 15 lakh ii) 5 lakh	CC/Region/Proj : ED GM	
<p>Remarks:</p> <p>i) All tenders valued at more than Rs. 5 lakh shall be considered by a Tender Committee consisting of representatives from Materials / Contracts, Indenting Dept. and Finance at the levels indicated in Annex-I. Finance Deptt. will be associated in all tender openings.</p> <p>ii) Cases not considered by a Tender Committee shall be subject to prior finance Concurrence excepting that such concurrence is not required for awards valued upto Rs. 50,000/-. Provided such orders are not placed under single tender. The contract awarded without prior Finance Concurrence shall be entered in a register as per proforma at Annex.II. This will be open to check by Internal Audit.</p> <p>iii) The powers referred to herein shall apply to the award value. Any reimbursement of duties and taxes at actual to the Contractor need not be included for this purpose.</p> <p>iv) In case of only one response against limited tender, re-tendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/negotiated but reasons thereof will be recorded in writing and submitted to the Competent Authority for approval treating the same as single tender on grounds of urgency.</p> <p>v) There will no objection to the use of rate/running contracts awarded by DGS&amp;D or NTPC Projects/Stations for placing orders at the rates fixed there under subject to adjustment in price for different locations for delivery/works.</p> <p>vi) The delegation of powers as at item 36, 37 &amp; 38 would also be applicable to Rate/Running Contracts for procurement to stocks items.</p> <p>vii) ED (HR) shall have Full Powers subject to an annual ceiling of Rs. 1.5 crore for award of Housekeeping contract for CC on single Tender basis to Sulabh International subject to guidelines issued by Corporate Centre from time to time.</p> <p>viii) In case of award of contracts on Single Tender basis based on the policy guidelines from Corporate Centre to registered cooperative of Project Affected Persons, the powers mentioned against item no. 38C i.e. Limited Tender would be applicable.</p> <p>ix) Approval for award of contracts having value beyond ED's power and upto Rs. 100 crore shall be accorded by D(HR) and concerned Functional Directors subject to financial concurrence by ED(F). Where D (HR) is concerned Functional Director, D (T) shall be associated.</p>				
39 A	a) Approval for award of Deposit Works to various Govt. Agencies including Technical approval and Administrative approval of Cost Estimates, in consultation with Finance.	i) Upto Rs. 5 crore ii) Upto Rs. 2 crore iii) Upto Rs. 1 Crore	CC/Region/Proj : ED  GM  AGM (E7A)	
	b) Post-award variations for works as at 39A (a) above in consultation with Finance: i) For works approved by higher authority, in consultation with Finance.	Any deviation/alteration having aggregate price implication upto the value of his award	CC/Region/Proj.: ED	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
		<p>powers under this item or 20% of the value of the work, whichever is lower, including approvals at lower levels.</p> <p>Any deviation/ alteration having aggregate price implication upto the value of his award powers under the mode of tendering relevant to the subject contract or 10% of the value of the work, whichever is lower.</p>	CC/Region/Proj.: GM	
	ii) For works approved by himself or at lower level, in consultation with Finance.	<p>i) Any deviation / alteration having price implication upto 30% of the value of the work in the aggregate including approvals at lower levels</p> <p>ii) Any deviation/ alteration having price implication upto 20% of the value of the work in the aggregate including approval at lower levels.</p>	<p>CC/Region/Proj.: ED</p> <p><u>CC/Region/Proj.:</u> GM</p>	
<p>Remarks :</p> <p>(i) Only those works are to be carried out under deposit works which fall under the jurisdiction of various Govt. agencies and it is obligatory on the part of NTPC to get the work done through such agencies only. However, concerned Executive Director may also approve works to be executed as Deposit Works even in those cases where it is not obligatory on the part of NTPC to do so, provided the work is being executed by Govt. Departments.</p>				



S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
(ii)	For value exceeding delegation of ED and upto Rs. 100 crore, approval for award of Contracts shall be accorded by D (T) & Concerned Functional Director with the concurrence of ED (F).			
(iii)	For contracts having award value equal to / lower than the delegated authority of D(T) & Concerned Functional Director any deviation/alteration from the terms of contract resulting in revision in value of contract not exceeding Rs. 110 crore (including award value) shall be approved by D(T) and Concerned Functional Director with the concurrence of ED(F).			
40.	Purchase of items of sundry nature as a local purchase	i) 5 Lakh ii) 2 Lakh iii) 50,000/- iv) 25,000/- v) 15,000/-	<u>CC/Region/Proj :</u> ED GM AGM (E7) DGM (E6) SM (E5)	
Remarks: i) This will be applicable in those cases where procedures as per Sl. No. 37 & 38 cannot be followed for the reasons to be recorded in writing. ii) Purchases will normally be made by deptt. responsible for procurement of the item after approval by the competent authority. However, for purchases upto Rs. 20,000/- (Rs. 50,000/- in case of purchases from Super Bazar/Public Sector/NTPC Co-operatives/Kendriya Bhandar) in case of exigencies of work, it shall not be necessary to make the purchases through Contracts/Material Management Services and there would be no objection if such purchases are made by the departments themselves. The particulars of Purchases are to be recorded in a separate register as per Annex-II. This will be open to check by Internal Audit. iii) Any item valuing more than Rs.5000/- shall be accounted for through SRV and SIV. Items valuing Rs.5000/- or less shall be accounted for in the departmental stock register. After purchase, statement of particulars of purchases as at Annex-II shall be submitted to the authority who authorised the purchase and his signature taken thereon. In addition, a Consolidated Monthly Report shall be submitted for information to Head of Project/Head of Region. iv) Purchases will be made after determining the reasonableness of the price. v) Powers of purchase under this category are to be used for a particular occasion. The requirement shall not be broken down into separate items to avoid approval from higher authority. vi) No finance concurrence would be required for purchases upto the value of Rs. 50,000/- (upto Rs. 1 Lakh in case of purchases from Super Bazar/Public Sector/NTPC Co-operatives). Purchases beyond Rs. 50,000/- and upto Rs. One lakh shall be in association with a representative of Finance, one of the officials being at least of E-2 level. The particulars of purchase will be recorded in a separate register as per Annex-II. vii) Purchases beyond Rs. 1,00,000/- shall be made by Purchase Committee consisting of representatives from HR/Contracts/Material Management Services and Finance besides the representative from the department requiring the purchases to be made, as may be nominated by the respective HODs, one of the officials being at E-2 level. Representative of department responsible for procurement shall be the co-ordinator of the Committee. <b>(As Modified through Office Order No.346/2016 dated 20.1.2016)</b> viii) In case of purchases of sundry requirement where Finance concurrence is not required in terms of note				

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	(ii) above or in cases where Finance representative has been associated for the purchases, no separate Finance Concurrence would be required. ix) Any reimbursement of taxes and duties at actuals shall not be included for this purpose x) Local purchase of sundry requirements of drugs, non-drugs, spares and other stores to be operated by CMO			
41	Repeat order for works and purchases, in consultation with Finance	Upto 50% value of order approved by himself or lower authority	<u>CC/Region/Proj :</u> ED/GM/AGM (E7A)/ AGM (E7)	
<b>Remarks:</b> Repeat order may be placed on the 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 PAC or source standardization subject to the following : i) The normal processing of the case if likely to delay the procurement adversely affect the work. ii) The date of repeat order will not be more than 3 months after the completion of the original order. iii) A reasonable assessment and certification by the Contract Services / Materials Management Services that there has been no downward trend in prices. iv) The prices against earlier order were not escalated to compensate for earlier deliveries. v) Repeat order shall not be placed more than once. vi) In the event, the repeat order envisages different location for delivery / works, suitable adjustment in prices shall be considered to cover this aspect. Suitable enhancement of PV ceiling over the base price of the original order may also be considered in case the delivery of repeat order is later than the delivery in the original order. vii) The award value of repeat order shall not exceed Rs. 50 lakh. viii) 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 the authority to approve the original award.				
42.1	Variations during post award execution of contracts relating to works and purchase with respect to award price for Contracts/LOA due to scope/quantity variations, new items/substituted items.  Technical approval for the above  a) within the variation limit provided in the contract(excl. new items/ substituted items)	i) Full Powers	<u>CC/Region/Proj :</u> GM	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
		ii) Upto an aggregate of 75% of the variation provided in the contract but not exceeding Rs. 30 lakh in the aggregate including approvals at lower levels iii) Upto an aggregate of 50% of the variation provided in the contract but not exceeding Rs. 20 Lakh in the aggregate including approvals at lower levels.	<u>CC/Region/Proj:</u> AGM (E7)  <u>CC/Region/Proj:</u> DGM (E6)	
	b) where the variances are beyond the variation limit provided in the contract(incl. new items/substituted items)	i) Upto an aggregate variation of Rs. 5 crore including approvals at lower levels or 30% of the contract value whichever is lower ii) Upto an aggregate variation of Rs. 75 lakh or 20% of the contract value whichever is lower iii) Upto an aggregate variation of Rs. 25 lakh or 10% of the contract value whichever is lower iv) Upto an aggregate variation of Rs. 5 lakh or 10% of the contract value whichever is lower	<u>CC/Region/Proj :</u> ED  <u>CC/Region/Proj :</u> GM  <u>CC/Region/Proj. :</u> AGM (E7A)  <u>CC/Region/Proj :</u> AGM (E7)	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
<p>Remarks:</p> <p>i) For exercise of these powers the proposal shall be vetted by Field Engg. / Engg. Deptt. for works of Technical nature before putting up to Competent Authority for approval. Power under this item shall be exercised by the executives in the indenting deptt.</p> <p>ii) For contract valued at Rs. 25 lakh and below, irrespective of percentage variation (a) For S.No.42.1 (a) – AGM (E7) shall have full Powers. (b) For S.No. 42.1(b) AGM (E7A) shall have full powers for variation upto Rs. 2 lakh (ii) GM shall have full powers for variation upto Rs. 10 lakh, (iii) ED shall have full powers for variation upto Rs. 20 lakh. However, the variation shall not exceed the original awarded contract price.</p> <p>iii) The powers delegated under 42.1(b) are in addition to powers at 42.1(a).</p> <p>iv) The powers under 42.1(b) shall also be applicable for cases requiring revision of rates.</p> <p>v) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approvals at lower levels, both in terms of percentages and amounts and shall not be treated as an exclusive power at that particular level. As and when variation limit either in terms of percentages or amount including approvals at lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.</p> <p>vi) Where variation limit is mentioned only for the contact price and not on each item of the contract, the variation upto the limit would be covered under S.No. 42.1(a) and the variation beyond the variation limit would be covered under Sl. No. 42.1(b)</p> <p>vii) In case of contracts where different variation limits have been provided for different groups of work (e.g. In Civil works Contracts), the variation beyond the limit for each group would be covered under Sl.No. 42.1(b).</p> <p>viii) Concerned Functional Director shall have full powers under Sl.No. 42.1(b)</p> <p>ix) The variations would be computed on gross basis under Sl.No. 42.1(a) &amp; 42.1(b) separately.</p>				
42.2	<p>Administrative approval for the issue of change order based on technical approval at 42.1 above, in consultation with Finance.</p> <p>a) Within variation limit provided in the contract (excluding new items/substituted items</p>	<p>Full Power</p> <p>i) Upto an aggregate of 75% of the variation provided in the contract but not exceeding Rs. 30 lakh in the aggregate including approvals at lower level</p> <p>ii) Upto an aggregate of 50% of the variation provided in the contract but not exceeding Rs. 20 lakh in the</p>	<p><u>CC/Region/Proj :</u> ED/GM</p> <p><u>CC/Region/Proj:</u> AGM (E7A)</p> <p><u>CC/Region/Proj :</u> AGM (E7)</p>	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
		aggregate including approvals at lower level  iii) Upto an aggregate of 25% of the variation provided in the contract but not exceeding Rs. 10 lakh in the aggregate	<u>CC/Region/Proj :</u> DGM (E6)	
	b) Beyond the variation limit provided in contract/LOA including new items and substituted items  i) For Contracts approved by higher authority	Any deviation/alteration having aggregate price implication upto the value of his award powers under the mode of tendering relevant for the subject contract or  i) 10% of the value of the contract, whichever is lower, including approvals at lower level  ii) 7% of the value of the contract, whichever is lower, including approvals at lower level  iii) 5% of the value of the contract, whichever is lower, including the approvals at lower level  iv) 3% of the value of the contract.	<u>CC/Region/Proj.:</u> ED   <u>CC/Region/Proj :</u> GM   <u>CC/Region/Proj :</u> AGM (E7A)   <u>CC/Region/Proj :</u> AGM (E7)	
	ii) For contracts approved by himself or at lower level	i) Any deviation/alteration having price implication upto 30% of the value of the contract, in the	<u>CC/Region/Proj :</u> ED	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
		aggregate, including approvals at lower level ii) Any deviation/alteration having price implication upto 20% of the value of the contract, in the aggregate, including approvals at lower level iii) Any deviation/alteration having price implication upto 10% of the value of the contract, in the aggregate, including approvals at lower level iv) Any deviation/alteration having price implication upto 5% of the value of the contract, in the aggregate	<u>CC/Region/Proj :</u> GM  <u>CC/Region/Proj :</u> AGM (E7A)  <u>CC/Region/Proj. :</u> AGM (E7)	

Remarks:

- i) These powers shall be exercised in consultation with Finance.
- ii) For contracts valued at Rs. 10 lakh and below, irrespective of percentage variation, administrative approval for issue of change order shall be accorded as follows :  
 ED – for variation upto Rs. 10 lakh  
 GM – for variation upto Rs. 5 lakh  
 AGM – for variation upto Rs. 2 lakh  
 However, DGM shall continue to have power as indicated in the above clause
- iii) The powers under 42.2(b) shall also be applicable for cases requiring revision of rates
- iv) The variation limits in terms of percentages as well as in terms of amounts wherever indicated alongside against each level, includes the approval at lower levels both in terms of percentages and amounts and shall not be treated as an exclusive power of that particular level. As and when variation limit either in terms of percentages or amount, including approvals of lower levels exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained.

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	v) After technical approval Head of the Project/RED/GM (HR)/ (CS)/CM shall approve a Committee to finalize the rates, wherever relevant, for approval as per Delegation of Powers. vi) When variation limit is mentioned only for the contract price and not on each item of the contract, the variation upto the limit would be covered under Sl. No 42.2 (a). In case of contracts where different variation limits have been provided for different groups of work (e.g. in Civil Works Contracts), the variation beyond the limit for each group would be covered under Sl.No. 42.2(b). vii) The variations would be computed on net basis under Sl.No. 42.2(a) & 42.2(b). viii) For contracts having award value beyond the delegated authority of D(HR) and Concerned Functional Director, any deviation/ alteration from the terms of a contract having aggregate price implication up to Rs.100 crore or 10% of the value of the contract, whichever is lower, excluding such increases as might have arisen due to price variations, quantity variations and statutory variations permissible within the terms of the original contract, shall be approved by D(HR) and Concerned Functional Director, with the concurrence of ED(F). Where D (HR) is concerned Functional Director, D (T) shall be associated. <b>(Inserted through Office Order No. 346/2016 dated 20.1.2016)</b> ix) For contracts having award value equal or lower than the delegated authority of D(HR) and Concerned Functional Director, any deviation/ alteration from the terms of the contract resulting in revision in value of contract not exceeding Rs.110 crore (including award value) shall be approved by D(HR) and Concerned Functional Director, with the concurrence of ED(F). Where D (HR) is concerned Functional Director, D (T) shall be associated. <b>(Inserted through Office Order No. 346/2016 dated 20.1.2016)</b>			
43.	Extension in completion period in respect of works, supplies and consultancy services. In consultation with Finance.	i) Full Powers  ii) Full powers for contracts approved by ED or below  ii) Full Powers for contracts approved by AGM or lower authority at CC/Region/Site iii) Full Powers for orders approved by DGM or lower authority at CC/Region/Site	<u>CC/Region/Proj :</u> ED  <u>CC/Region/Proj :</u> GM  <u>CC/Region/Proj :</u> AGM (E7A)  <u>CC/Region/Proj :</u> AGM (E7)	
<b>Remarks:</b> i) This item of delegation is applicable where extension in completion period is granted with levy of LD as provided in the Contract. ii) Provisional extension in completion period may be granted without prejudice to the right to levy of LD.				
44.	Extension in completion period in respect of works, supplies	i) Full Powers	<u>CC/Region/Proj :</u> ED	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	and consultancy services along with reduction/waiver of LD, in consultation with Finance.	ii) Full powers for contracts approved by ED or below iii) Full power for contracts approved by AGM or Lower Authority at CC/Region/Site iv) Full powers for contracts approved by DGM or lower Authority at CC/Region/Site	<u>CC/Region/Proj :</u> GM  <u>CC/Region/Proj :</u> AGM (E7A)  <u>CC/Region/Proj :</u> AGM (E7)	
Remarks: i) For reduction/waiver of LD, it would be necessary to reasonably establish that delays are not attributable to the Contractor/Supplier. ii) This power shall be exercised in consultation with Finance,. Adequate reasons & justification shall be recorded in writing. iii) Where higher tendered rates were originally accepted on account of earlier completion of work/delivery, the approval of waiver / reduction of LD will be obtained from next higher authority. iv) If delay is attributable to contractor / supplier, but without any direct / indirect loss to NTPC, such cases would be dealt with on case-to-case basis subject to financial concurrence and approval of competent authority.				
45 (A)	Modification in terms of contract not having financial implication including waiver of inspection, in consultation with Finance.	i) Full Powers ii) Full powers in respect of orders placed by himself or lower authority	<u>CC/Region/Proj :</u> ED/GM  <u>CC/Region/Proj :</u> AGM(E7A) /AGM (E7)/DGM (E6)	
Remarks: i) In case of advance payments, inspection may be waived by not less than GM. ii) In case of payment against proof of dispatch of a proprietary/standardized item, inspection may be waived by the authority competent to approve the order. iii) Waiver of inspection before dispatch shall be considered in consultation with indenting department/FQA				
45 (B)	Modifications in terms of contract having financial implications, in consultation with Finance.	i) Full Powers subject to a maximum financial implication of Rs. 25 lakh in	<u>CC/Region/Proj :</u> ED	



S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
		aggregate in a particular contract ii) Upto Rs. 5 lakh in aggregate in a particular contract iii) Upto Rs. 2 lakh in a particular contract	<u>CC/Region/Proj :</u> GM <u>CC/Region/Proj :</u> AGM (E7A)	
Remarks: i) These powers are to be exercised in consultation with Finance. ii) The cases pertaining to modification in terms of the contract which could be covered under clause 42, 43, 44, 45(a) of Section – IV of DOP shall not be approved under this sub-clause. iii) These powers should not be exercised for revision of item rates iv) Concerned Functional Director shall have full powers under item 45(b) with concurrence of GM (F) / ED (F).				
45 (C)	Modification in terms of Contract involving financial implications which is not quantifiable e.g. reduction in the value of Bank Guarantee/change in the terms of Bank Guarantee, indices-related changes etc. in consultation with Finance	i) Full Powers  ii) Full Powers in respect of all contracts approved by himself or lower authority.	<u>CC/Region/Proj :</u> ED  <u>CC/Region/Proj :</u> GM/AGM (E7A)	
Remarks: i) These powers are to be exercised in consultation with Finance. ii) Adequate reasons to be recorded in writing in order to establish that financial implication of modification in the terms of the contract are not quantifiable. iii) These powers should not be exercised for revision of item rates. iv) The cases pertaining to modification in terms of the Contract due to scope/quantity variations, new items / substituted items; extension in completion period; reduction/waiver of LD providing temporary relief to the contractor and grant of escalation/compensation in exceptional circumstances shall be covered under clauses 42, 43, 44 and 45(a) shall not be approved under this sub-clause.				
46	a) Technical & Administrative approval for Cost Estimate for running and maintenance of Canteen, Guest House and Transit Camp at Projects/Stations/Regional offices/ CC, in consultation with Finance.	Full Powers	CC : GM/Head of PMI Region: RHOHR Proj. : BUH	
	b) Technical and administrative approval for cost estimates for security contracts at Projects /	Full Powers	CC : GM Region:RHOHR Proj.: BUH	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	Stations / Regional Offices / CC; in consultation with Finance.			
	c) Award of contract including invitation of tenders for running and maintenance of canteen, Guest House and Transit Camp at Projects/Stations / Regional Offices / CC; in consultation with Finance.	i) Full Powers ii) Upto Rs. 5 crore ii) Upto Rs. 2 Crore	D(HR) CC : ED(CC&M) Region : RED CC / Region: GM(C&M) Proj.:BUH	
	d) Award of Security contract including invitation of tenders at Projects / Stations / Regional Offices / CC, in consultation with Finance.	i) Full Powers ii) Upto Rs. 5 crore iii) Upto Rs. 2 crore	D(HR) CC : ED(CC&M) Region : RED CC/Region: GM(C&M) Proj. ; BUH	
47 I	Technical & Administrative approval in consultation with Finance for i) Marine Insurance (a) Open cover (b) Specific Policy ii) Marine-cum-Erection(MCE) iii) Insurance of assets iv) Other Policies	Full Powers Full Powers Full Powers Full Powers i) Full Powers ii) Upto 5 lakh iii) Upto 2 lakh iv) Upto 1 lakh	<u>CC/Region/Proj</u> AGM (E7A) GM <u>CC/Region/Proj :</u> AGM(E7A) <u>CC/Region/Proj :</u> AGM(E7A) <u>CC/Region/Proj.:</u> ED GM AGM(E7A) AGM(E7)	Technical & Administrative approval alongwith cost estimate shall be provided by the indenting department. Policy shall be obtained by C&M. Vehicle insurance to be procured by HR/concerned deptt.
II	Calling of tenders from nationalized insurance companies in consultation with Finance based on approval at 47(I) above i) Open tender	i) Full Powers ii) Upto Rs. 25 lakh	<u>CC/Region/Proj.</u> ED/GM/AGM(E7A)/E7) DGM(E6)	

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
	ii) Limited tender  iii) Single tender	i) Full Powers ii) Upto Rs. 25 lakh  i) Full Powers ii) Upto Rs. 25 lakh iii) Upto Rs. 10 lakh	<u>CC/Region/Proj.</u> ED/GM/AGM(E7 A)/E7) DGM(E6)  <u>CC/Region/Proj.</u> ED/GM AGM(E7A)/E7) DGM(E6)	
iii	Award of Insurance Contract, in consultation with Finance i) Open tender  ii) Limited tender  iii) Single tender	i) Full Powers ii) Upto Rs.50 lakh iii) Upto Rs. 25 lakh iii) Upto Rs. 10 lakh  i) Full Powers ii) Upto Rs. 25 lakh iii) Upto Rs. 10 lakh iv) Upto Rs. 5 lakh  i) Full Powers ii) Upto Rs. 10 lakh iii) Upto Rs. 5 lakh	CC/Region/Proj. ED/GM AGM(E7A) AGM (E7) DGM (E6) <u>CC/Region/Proj :</u> ED/GM AGM(E7A) AGM (E7) DGM (E6)  <u>CC/Region/Proj :</u> ED/GM AGM (E7A) AGM (E7)	
<b>Remarks:</b> <ul style="list-style-type: none"> <li>i) The delegation of powers for award of insurance contract shall be exercised by Sites / Operating Station/Region/Corporate Centre in consultation with Finance and subject to approved policy and guidelines issued from time to time.</li> <li>ii) The amounts referred to herein indicate the limits of premium liability.</li> <li>iii) Open tender is when tenders are invited from all the existing nationalized insurance companies (presently four).</li> <li>iv) Limited tender is when tenders are invited from more than one but less than the existing nationalized insurance companies (presently four)</li> <li>v) Single tender is when the proposal for insurance is given to any one nominated or stipulated insurance company, as per approved policy/guidelines given from time to time.</li> <li>vi) Award of insurance contract, under single tender also includes utilization of open cover/open policy/specific policy obtained from the Insurance Companies.</li> <li>vii) Whenever Private Insurance Companies are included in the list of bidders in addition to Nationalized Insurance companies, the Delegation of Power related to Works / Contracts vide Clause 37 &amp; 38 under Section- IV for calling of tenders &amp; award respectively shall be applicable. <b>(Added through O/O 341/2015 dated 8.9.2015)</b></li> </ul>				

S. No.	Subject Matter	Extent of Power Delegated	Officers authorized to exercise powers	Remarks
48	Award of work order for execution of petty works of emergent nature, in consultation with Finance.	i) Upto Rs.7.5 Lakh per occasion  ii) Upto Rs. 3 lakh per occasion and Upto Rs. 10 lakh per annum  iii) Upto Rs. 2 lakh per occasion and upto Rs. 5 lakh per annum	<u>CC/Region/Proj:</u> <u>ED</u>  BUH  Head of O&M / GM(Project)	
Remarks: i) This power is to be exercised in those cases where normal tendering procedure cannot be followed for reasons to be recorded in writing. ii) Where the value of work exceeds Rs. 20,000/- on each occasion, Finance Concurrence will be required.				

**General Notes:**

- N1 Powers delegated to an executive at a particular level can be exercised by an Executive at higher level.
- N2 ICW : In consultation with, ICWF : In consultation with Finance, FD : Functional Director, FED : Functional Executive Director, HRE : HR Executive, RHOHR : Regional Head of HR, HOF : Head of Finance
- N3 (a) No Finance concurrence (unless specifically mentioned in the relevant item of delegation) will be required where the expenditure involved is upto **Rs. 20,000/- [Rs. 50,000/- for item 40]**. No finance concurrence would be required for purchases upto the value of Rs. 1 lakh in case of purchase from Super Bazar/Public Sector / NTPC Co-Operatives].
- (b) For Projects/Stations, Contracts & Materials Department shall operate the powers under item 36-47 to the extent such activities are handled by Contracts & Materials Department. For Regional Offices, and at Corporate centre these powers will be exercised by the officials of HR Department or C&M Department depending upon to whom such responsibility is assigned.
- (c) The powers delegated above are to be exercised by officials of HR Department except the powers mentioned at 27, 36-47 which are to be exercised exclusively by the specific Departments mentioned here under. Further in addition to the HR Deptt., respective Departments can exercise the powers specified against their names as under for their respective functions i.e. the approval for these items shall be accorded by the concerned departments.

<b><u>Department Names</u></b>	<b><u>Powers at Item Nos,</u></b>
IT & Communication/ Contract & Materials Deptt.	14(ii) & (iii), 36A (b) (ii) 19, 33, 36-47
Law Deptt.	31
Concerned Deptts.	4(a), (b), (c), (h), 6 (i),(ii), 8(i), 10, 11 (b), 12, 13, 17, 18, 19, 20, 21(a), 22, 23, 24(b), 25, 28, 33, 36, 40
PMI	4, 12, 27, 28, 46 (a)
HRD	27 (a) to (c)

Whenever Executive Director (CC&M) is reporting directly to CMD, he shall exercise the power delegated to the Director under items no. 11 (b), 25, 33, 36, 37, 38 & 40 of this section.

- N4 All items of award of work/purchase which have not been vetted in Finance prior to award shall be entered in a register and the same shall be subject to post check by Finance/Internal Audit.
- N5 All tenders above Rs. 5 lakh shall be considered by a tender committee as per the levels indicated in Annex. I.
- N6 The expression “Full Powers” is subject to the powers delegated to CMD by the Board and in no case the Full power will exceed the power of CMD.
- N7 Wherever it has been stipulated that the delegation is to be exercised as per norms notified from time to time.
- N8 All the powers delegated hereinabove are subject to observance of Rules, Policies, Guidelines and Instructions as may be issued from time to time.
- N9 The proposals for sanction/approval and issue of orders in respect of items of DOP S.No. 4 (g) (h) (i), (j) (k) 7(a), 8(ii), 11(a), 23(b), 27(a) & (c) shall be processed and coordinated by HR Deptt.
- N10 Enlistment of vendors duly pre-qualified shall be subject to approval of GM at Regional Office/CC and BUH at Project / Station.
- N11 For cases where after invitation of bids, it becomes necessary to cancel the existing tenders and invite fresh bids, the power for cancellation of tenders shall be as under:
- In cases where bids have not been received, the authority empowered to invite the bids shall also have the powers to cancel such tenders. However, in case where, after invitation, bids have been received and opened, the authority empowered to approve the award of such contracts, shall have the powers to cancel such tenders.
- N12 Delegation of powers to sign contract/purchase order on behalf of NTPC subject to the Contracts/Purchase Orders being vetted by Finance and the standard forms of the Contract / Purchase Orders being vetted by Legal Deptt. shall be as follows:

**Authority to approve**

**Authority to sign**

1. Board / Sub-committee of the Board/ Not below the level of E6  
Committee of Functional Directors  
For Contracts / CMD / Directors

2. ED / GM
3. AGM
4. DGM/ Sr. Manager

Not below the level of E5  
Not below the level of E4  
Not below the level of E3

- (i) The authority approving the award of contracts will also have the power to sign the contract.
- (ii) The delegation does not cover the contracts which are to be executed under common seal of the Company as per specific Resolution of the Board of Directors / Sub-Committee of the Board / Committee of Functional Directors for Contracts.

N13 The powers for cancellation / termination of the contract either in part or in full, as the case may be, shall be as follows:

S. No.	Subject Matter	Competent Authority to approve cancellation/termination of contract	Authority to sign	Remarks
I.	Cases where the approving authority for award of contract is Committee of Functional Directors for Contracts/Sub-Committee of the Board/Board of Directors	CMD	Not below the level of E6	The proposal for cancellation / termination of the contract shall be put up to the CMD through ED, concerned Functional Director and D(F)
II.	Cases where the approving authority for award of contract is Directors / CMD :			
(a)	In the case of contracts awarded from Corporate Centre except Civil & structural works	Concerned ED	Not below the level of E5	
(b)	In the case of contracts awarded from Projects / Regions and also for civil and structural contract awarded from Corporate Centre	ED (Respective Region)	Not below the level of E5	
III.	Cases where the approving authority for			

	award of contract is ED or below :			
(a)	In case of contracts awarded from Corporate Centre except civil & structural works	The authority competent to award the contract but not below AGM (E7) level at Corporate Centre	Not below the level of E4	
(b)	In the case of contracts awarded from Project/Region and also for civil and structural contract awarded from Corporate Centre	Executives at the same level as the authority competent for award of contract but not below AGM (E7) level at respective project/region	Not below the level of E4	

- i) The above does not cover contract scope deletion/addition under quantity variation provisions in the contract which shall be dealt with under the relevant provisions.
- ii) Cancellation/termination of the contract shall be in consultation with Finance. Further, the notice of cancellation / termination shall be vetted by Legal Deptt.

N14 Rate Contract for a period of one year or more but not exceeding two years may be entered into with suppliers/manufacturers/Service Providers with the approval of Competent Authority not below the level of GM or Head of Project depending upon total value of procurement during the period of Rate Contract and the mode of tendering adopted within the powers delegated to them. Requirement against these rate contracts shall be projected by the indenters to the concerned procurement group after seeking technical and administrative approval from the competent authority specified in the scheme of Delegation of Powers, but at a level not lower than AGM (E7) and also after obtaining budget certification. As per the requirement projected, individual awards against these rate contracts shall be approved by the authority competent to approve the award of contract against Open Tender. Procurement should be made as per terms of the approved Rate Contract in consultation with Finance.

For individual award under Rate Contract, Tender Committee will not be necessary.

Cumulative value of individual awards under a Rate Contract shall not exceed the original approved value of the Rate Contract. If the cumulative value exceeds the original approved value of the Rate Contract, fresh approval of the cumulative value of the Rate Contract is to be obtained from the appropriate authority as per DOP, before issue of further order(s).

N15 Period contract is a contract which has been awarded for a specific period mentioned in the contract. Annual Rate Contract is an example of Period Contract. Any fresh extension of such a



contract is to be considered as a single tender award. Hence a separate proposal need be initiated for award of a single tender contract. However, where provision of extension is in built in the original contract, approval shall be required from the authority competent to approve award for revised value (inclusive of original award value).

- N16 In case of centralized / pooled purchase, Contract & Materials Group at Regions or Corporate Materials can exercise powers under this Section, subject to budget provision as approved by the Board of Directors for the concerned project/station(s).
- N17 Powers of Executive Director are to be exercised by Head of Region irrespective of level.
- N18 Powers of GM are to be exercised by Heads of Projects/Stations (not below the rank of AGM-E7A) provided there is a sanctioned post of GM in that Project/Station. Executive Directors, if posted at Project/Station, shall exercise the powers of General Managers.
- N 19 In Projects/Stations headed by Executive Director/ GGM / GM (I/C), the powers of General manager shall be exercised only by the Head of Project/Station and other General Managers posted in such Station shall exercise the powers of AGM (E7A).
- N20 Executives at the level of AGM (E7) or below heading any project/station shall not exercise the powers of GM, such AGM (E7) shall exercise powers of AGM (E7A), if there is sanctioned post of AGM (E7A).
- N21 Concerned Functional Director for a particular department shall be the Director under whose administrative control the department functions.
- N22 For Projects / Stations, in respect of items which have been specifically provided for in Section-I or in Section-II, the delegation as provided as per Section-I or Section-II, as the case may be, shall be applicable and the same shall not be covered under Section-IV.
- N 23 With a view to facilitating the smooth functioning of the CC/Regions/Projects/Divisions, the Functional Directors / Executive Directors have been delegated the powers to authorize an officer one level below to exercise the powers of the next higher level in case the higher level post, though sanctioned, is not filled up or operated. This authority to exercise the power of next higher level, however, shall be applicable only to the level of E5 & below and to the subjects identified in this section. (Ref. Office Order No. 88/90 dt. 06.04.1990).
- N24 Whenever a project is headed by an executive occupying a level which is one level lower than that sanctioned for the Head of that Project; such Head of Project shall exercise the powers of such higher level post which, though sanctioned, has not been filled up.

- N25 In case of single-stage two envelope bidding, approval for opening of price bids is to be obtained from the authority competent to approve the award based on estimated value. In case of the two-stage bidding, approval for inviting price bids is to be obtained from the authority competent to approve the award based on estimated value. However, where approving authority is Board of Directors or its Contracts sub-committee or committee of the Functional Directors for contracts, approval for opening / inviting price bids is to be obtained from the Chairman and Managing Director.
- N 26 For purpose of DOP:
- I. Multiple response but single technically acceptable offer against Open Tender shall be treated as Single Response against Open Tender.
  - II. Single response against Limited Tender shall be treated as Single Tender.
  - III. Multiple response but single technically acceptable offer against Limited Tender shall be treated as Single Tender.
- N27 Each case referred to in delegation shall mean each proposal. However, total expenditure in a year shall be restricted to budget allocation.
- N28 In terms of Office Order No. 313/2013 dated 28.8.2012, executives in the new designation / grades shall continue to exercise powers as delegated to their corresponding grades / designation before re-designation / de-layering.
- N29 (i) Direct procurement can be made through Government e-Marketplace (GeM) for procurement for amount upto Rs. 50,000/- . Procurement above Rs. 50,000/- and upto Rs. 5 lacs can be made through tools for online bidding and/or online reverse auction available on GeM.
- (ii) For Direct procurement upto Rs.50,000/- at GeM the procurement shall be covered under Sundry Purchase and powers applicable for procurement from Super Bazar/Public Sector/Kendriya Bhandar shall be applicable.
- (iii) For procurement above Rs. 50,000/- through tendering at GeM, the powers under open tender shall be applicable.
- The above powers are for a single product and applicable only for purchase made through GeM. **(Inserted thru Office Order No 363/2017 dated 21/6/2017)**

**CONSTITUTION AND APPROVAL OF TENDER COMMITTEE**

S. No.	Level of Award Approval	Level of TC		Nomination of TC		Approval of TC	
		At CC	At Project	At CC	At project	At CC	At Project
1.	DGM	E4	E4	DGM	DGM	AGM(CS)/CM (E7)	Head of C&M
2.	DGM / AGM	E5/E4	E5/E4	DGM	DGM	AGM(CS)/ (CM) (E7)	Head of C&M
3.	GM	E6/E5	E6/E5	HOD/ DGM	HOD/ DGM	GM(CS) / (CM)	GM
4.	ED	E7/E6	E7/E6	GM/ AGM (E7A)	GM/ AGM (E7A)	GM(CS) / (CM)	GM
5.	CMD / Directors	E7A/E7	E7A/E7	GM/ED	GM/ED/ RED	ED(CC&M)	ED / RED
6.	Sub-Committee/Committee of Functional Directors for Contracts	E8/E7A	E8/E7A	ED	ED/RED	ED(CC&M)	RED/ED
7.	Board	E9/E8	E9/E8	Director / ED*	Director / RED/ED	CMD	CMD

\* Wherever ED is reporting directly to CMD

**NOTES:**

1. The members of Tender Committee at appropriate level shall consist of one representative each from Indenting, Procurement/Contracts and Finance Deptt.
2. Negotiations with bidders, if necessary, will be carried out by Tender Committee with the approval of the authority competent to approve the award upto serial no. 4. In case of approving authority being CMD / Directors, such approval will be given by ED (CC&M) / ED of the Region. In case of awards to be approved by the Committee of Functional Directors / Sub-Committee of the Board / Board, this approval shall be obtained from CMD.

## **Annex. II**

### **Manuscript Register of Purchase / Work Orders Awarded Without Prior Finance Concurrence**

S.No.	Date of Issue of Notice/Enquiry	Date of Purchase	Particulars of Item Purchased	Bill No.	Total Amount
1	2	3	4	5	6

Names of Parties	Names of Officers who were associated at the time of purchase	SAP PR No., if any	Remarks
7	8	9	10

## **MISC. OFFICE ORDERS**

**REF. NO. 01: SEC:D:5**

Dated : 22.6.90

**Office Order No. 92/90**

**Sub: - Delegation of Powers for financial and functional matters of NTPC Power Bonds.**

In exercise of the powers vested in him vide Board Resolution dated 9th December, 1988 and in partial modification of Annex 'A' & 'B' of Office Order No. 78/89 dated 30th November, 1989, the Chairman & Managing Director is pleased to delegate additional powers of the Bonds Cell to the Company Secretary. The amended Annex 'A' and 'B' of the above office order are attached.

**(D.K. BEBBER)**  
SECRETARY

**ANNEX 'A' OF OFFICE ORDER NO. 92/90 dt. 22.6.90**

No.	Nature of Powers	Extent of Powers	Authorities to whom the powers are delegated	Remarks
1.	2.	3.	4.	5.
1.	<b>FINANCIAL POWERS</b>			
A	Selection, appointment & fixation of detailed terms and conditions of appointment including compensation for the services of agencies to the issue as given below :- -Manager/Advisers -Bankers -Trustees -Solicitors/Legal Advisers -Brokers	Full powers subject to observance of guidelines issued by Govt. of India regarding eligibility conditions, ceiling limits for fees/ commission, where applicable	D(F)	1(A) The services being of professional nature, the observance of normal procedure of tendering is not required to be followed
B.	Appointment of agency for doing the work relating to buy-back of Bonds.	Full Powers	ED(F)/GM(F)	
C.	Appointment & fixation of terms and conditions of Registrar to the Issue.	Full Powers subject to observance of normal Tendering procedure in consultation with Corporate Contracts & Corporate Finance	D(F)	1(C)+(D)+2 The Power Bond Cell will be The Indentor & Coordinate the award of work. The Associate Finance Representative will be nominated by GM Incharge of Finance cuncurrence and Contracts representative by GM (Contracts) and Bond Cell representative by GM in-charge of Bonds
D.	Selection, appointment & remuneration and detailed terms & conditions for Transfer Agents.	Full Powers subject to observance of normal Tendering procedure in consultation with Corporate Contracts& Corporate Finance	D(F)	
2.A	Printing of Bond Certificates & Interest Warrants	Full Powers	D(F)	2. The Powers indicated herein apply to both calling of tender and award of work.
B.	Printing of Application Forms, Prospectus, Allotment Letters & other Issue stationery and documents connected with pre and post allotment activities other than item 2.A	a) Full Powers b) Upto Rs. 2 lakh per annum	ED(F)/GM(F) Co. Secy.	
3.a	Award of work relating to Data entry and other computer related works such as Bank reconciliation etc.	a) Full Powers b) Upto Rs. 5000/- per occasion subject to a ceiling of Rs. 25000/- p.a.	ED(F)/GM(F) Co. Secy.	Subject to observance of normal tendering procedure. The nomination of representative on Tender Committee will be the same as against item 2.
b.	Award of work relating to software	Full Powers	ED(F)/GM(F)	In addition an

	development				executive of EDP function in F&A Deptt. may also be associated. For orders upto Rs. 5000/- finance concurrence is not required.
4.	Appointment & Selection of advertising agencies.	Full Powers	D(F)		Subject to Company's Policy in this regard. There will be two representatives in the Committee for selection of the Advertising Agency, one from Finance Concurrence and one from Power Bond Cell nominated by respective GMs-in-charge in addition to DGM(PR).
5.	Award of works for mailing of letters Bonds, etc.	a) Full Power b) For amounts upto Rs.10000/- excluding postage subject to a ceiling of Rs. 50,000/- in a year	D(F) ED(F)/ GM(F)/ Secy.	Co.	Short listing of parties before selection & award shall be based on past experience and current offers; award of work will be subject to Finance concurrence.
6.	Petty Contingent expenditure of non-recurring nature	a) Full Powers b) Upto Rs. 1000/- on each occasion subject to maximum of Rs. 50,000/- in a year. c) Upto Rs. 500/- on each occasion subject to maximum of 25,000/- in a year. (b) & (c) are subject to availability of Budget Provision.	ED(F)/GM(F) Co. Secy.  SM/Mgr(Bonds)		

Note : GM(F) for this purpose will be the GM in-charge of Power Bond Cell.



**ANNEX 'B' OF OFFICE ORDER NO. 92/90 DT. 22.6.90**

<b>No.</b>	<b>Nature of Powers</b>	<b>Extent of Powers</b>	<b>Authorities to whom the powers are delegated</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
1.	Attestation of transfer on Bond Certificates/Allotment Letters.	Subject to approval of transfer by the sub-committee of the Board.	Co. Secy./ Manager(Bonds)	
2.	To approve and attest correction in name of the Bond holders either in BC/IW/ Allotment Letter.	Subject to the condition that the name as corrected corresponds to the name indicated in the original application	Officers not below the rank of Manager in Power Bond Cell	
3.	To approve and attest the deletion of name due to death in case of joint holders.	Subject to observance of the prescribed procedure.	-do-	
4.	Acceptance of proof for attaining the age of maturity and attestation of consequent changes in BCs/IWs, where applicable.	Subject to observance of prescribed procedure and as per guidelines given by the Legal Deptt.	-do	
5.	Signing of IWs pertaining to Ist Series in respect of Warrants relating to Bond Certificates for a value of a lakh and above.	As per levels indicated for issue of cheques.	Executives in Power Bond Cell as notified including GM(F) & Company Secretary GM(F)* in consultation with D(F)	
6.	Opening of Bond Application Money Current Account.			
7.	To extend the validity period of Interest Warrants.	At par with the authority delegated for issue of cheques.	Executives in Power Bond Cell as notified including Co. Secy	
8.	To attest correction in name on Interest Warrants as a result of change of name/ transfer/transmission of bonds subject to the change having been approved by the Competent Authority.	At par with the authority delegated for issue of cheques.	-do	

Note : \*GM(F) for this purpose will be GM in-charge for the Power Bond Cell.

**REF. NO. 01:SEC:D:5**

**Dated : 7.12.1992**

**OFFICE ORDER NO. 115/92**

**Sub : Delegation of Powers for Financial and Functional matters for Public Deposits**

In exercise of the powers vested in him vide Board Resolution dated 9th December, 1988 and in partial modification of Office Order No. 70/89 dated 19<sup>th</sup> January, 1989, the Chairman & Managing Director is pleased to delegate the financial and functional powers for Public Deposit as per Annex A and B of this Office Order.

**(D.K. BEBBER)**  
SECRETARY

**ANNEX 'A' OF OFFICE ORDER NO. 115/92 DT. 7.12.1992**  
**DELEGATION OF POWERS FOR PUBLIC DEPOSIT SECTION**

No.	Nature of Powers	Extent of Powers	Authorities to whom the powers are delegated	Remarks
<b>FINANCIAL POWERS</b>				
1 a)	Printing of Deposit Receipts & Interest Warrants	Full Powers subject to observance of normal tendering procedure in consultation with Corporate Contracts and Corporate Finance.	D(F)	1. The Deposit Section will be the Indentor & Coordinate the award of work. The Associate Finance Representative will be nominated by GM Incharge of Finance Concurrence and Contracts representatives by GM (Contracts) and Deposit Section representative by GM incharge of Deposit. 2. The Powers indicated herein apply to both calling of tenders and award of work
1 b)	Printing of Application Forms & other stationery and documents connected with Public Deposits other than item 1. (a)	Full Powers subject to observance of normal tendering procedure in consultation with Corporate Public Relations and Corporate Finance	ED(F)/GM(In charge)	
2.	Award of work relating to Data entry and other computer related works such as Bank reconciliation etc.	Full Powers	ED(F)/GM(In charge)	Subject to observance of normal tendering procedure. The nomination of representative on Tender committee will be the same as against Item 1. In addition an executive of EDP function in F&A Deptt. may also be associated. For orders upto Rs. 5000/- finance concurrence is not required.
3.	Award of work relating to software development	Full Powers	ED(F)/GM(In charge)	Subject to observance of normal tendering procedure. The nomination of representative on Tender Committee will be the same as against Item1. In addition an executive of EDP function in F&A Deptt. may also be associated. For orders upto Rs. 5000/- finance concurrence is not required
4.	Appointment & Selection of advertising agencies.	Full Powers	D(F)	Subject to Company's policy in this regard, there will be two representatives in the Committee for selection of the Advertising Agency, one from Finance Concurrence and one from Deposit Section nominated by respective GM-in-charge in addition to representative nominated by

5.	Award of works for mailing of letters, DRs & IWs etc.	a) Full Powers b) For amounts upto Rs.10000/- excluding postage subject to a ceiling of Rs. 50,000/- in a year.	D(F) ED(F)/ GM(In charge)	AGM(PR). Short listing of parties before selection & award shall be based on past experience and current offers; award of work will be subject to Finance concurrence, wherever required
6.	Petty Contingent expenditure of non-recurring nature	a) Full Powers  b) Upto Rs. 500/- on each occasion subject to maximum of Rs. 25,000/- in a year subject to availability of Budget Provision.	ED(F)/ GM (In charge)  Manager in Deposit Section	

Note : Till further order GM(Incharge) for this purpose will mean Company Secretary.

**ANNEX 'B' OF OFFICE ORDER NO. 115/92 DATED 7.12.1992**

S.No.	Nature of Powers	Extent of Powers	Authorities to whom the powers are delegated	Remarks
	<b>FINANCIAL POWERS</b>			
1	a)To approve and attest correction in name of the Depositor either in DR/IW	Subject to the condition that the name as corrected corresponds to the name indicated in the original application.	Officers not below the rank of Dy. Manager in Public Deposit Section.	
2.	To approve and attest the deletion of name due to death in case of joint depositors.	Subject to observance of the prescribed procedure	-do-	
3.	Acceptance of proof for attaining the age of maturity and attestation of consequent changes in DR/IWs, wherever applicable.	Subject to observance of prescribed procedure and as per guidelines given by the Legal Deptt.	-do-	
4.	Opening of Collection Accounts with Banks.	Full Powers	ED(F)/GM(F)/GM(Incharge) in consultation with D(F).	
5.	To extend the validity period of interest warrants.	At par with the authority delegated for issue of cheques.	Executive in Deposit Section as notified including GM (Incharge).	
6.	To attest correction in name on interest warrants as a result of change of name subject to the change having been approved by the Competent Authority.	At par with the authority delegated for issue of cheques.	Executive in Deposit Section as notified including GM (Incharge).	
7.	Signing of Deposit Receipts & Interest Warrants.	a) Upto Rs. 1 lakh  b) Above Rs. 1 lakh and upto Rs. 5 lakh.  c) Above Rs. 5 lakh.	Jointly by two officers not below the rank of AO.  To be signed jointly by two officers, one of them not below the rank of AO and other not below the rank of Dy. Manager.  To be signed jointly by any two officers not below the rank of Dy. Manager.	

Note : Till further order GM (Incharge) for this purpose will be the Company Secretary.

**Office Order no. 233/2004**

**Sub: Delegation of Powers for issue of Securities (Equity Shares/Fully Convertible Debentures/Partly Convertible Debentures)**

In exercise of the powers vested in him vide Board resolution dated 27<sup>th</sup> January 1999 and in partial modification of Office Order No.218/2003, the Chairman & Managing Director has delegated the powers as contained in Appendix-I for issue of Securities (Equity Shares/ Fully Convertible Debentures /Partly Convertible Debentures).

**(A. K. BAJPAIE)**  
**Co. Secretary**

## **APPENDIX - I**

### **Delegation of Powers for issue of Securities (Equity Shares/Fully Convertible Debentures/Partly Convertible Debentures)**

<b>S.No.</b>	<b>Nature of Powers</b>	<b>Extent of Power</b>	<b>Authorities to whom the powers are delegated</b>	<b>Remarks</b>
1	Selection, appointment & fixation of detailed terms and conditions of appointment including Fee/ Compensation for the services of agencies to the Issue of Securities such as: - Book- Running Lead – Managers/ Co-Book Running Lead Managers - Registrar to the Issue - Advisers - Bankers - Underwriters - Solicitors / Legal Advisers - Syndicate Members/Brokers - Printers and Advertisers - Auditors / Accountant - Other Intermediaries/Agencies	Full powers subject to observance of guidelines issued by Govt. of India / SEBI or other Regulatory Agency regarding eligibility conditions, ceiling limits for fees/ commission, where applicable.	D(F)	The services being of professional nature, observance of normal procedure of tendering is not required to be followed.
2	a) Selection of Exchanges for listing of Securities including determination of designated exchange b) Appointment of Depositories	Full powers subject to observance of guidelines issued by Govt. of India / SEBI or other Regulatory Agency.	D(F)	

<b>S.No.</b>	<b>Nature of Powers</b>	<b>Extent of Power</b>	<b>Authorities to whom the powers are delegated</b>	<b>Remarks</b>
3	Appointment & fixation of terms and conditions of Transfer Agent	a) Full powers . b) Upto Rs.25,000 p.a.	a)Co. Secy. b) DGM(F)/Dy. Co. Secy.	Subject to observance of normal tendering procedure.  The powers indicated herein apply to both calling of tender and award of work.  The IPO Section/Securities Section will be the Indentor & Coordinate the award of work. The Associate Finance Representative will be nominated by GM In-charge of Finance Concurrence and Contracts representative by GM(Contracts) and IPO Section / Securities Section representative by Co. Secretary.
4	Printing of RHP, Prospectus, Application Forms, Allotment Letters & other stationery.	a)Full Powers b)Upto Rs.2 lac per annum	a)Co. Secy b)DGM(F) / Dy. Co. Secy.	Similar as (3) above
5	Appointment of agency for work relating to buy-back of Securities.	a)Full Powers. b) Up to Rs. 50,000/- in each case subject to an annual ceiling of Rs.5 lac	a)D(F) b)Co.Secy	Similar as (3) above
<b>S.No.</b>	<b>Nature of Powers</b>	<b>Extent of Power</b>	<b>Authorities to whom the powers are delegated</b>	<b>Remarks</b>
6	Printing of Security Certificates, Interest/ Dividend Warrants and Redemption Warrants through Security Printers	a)Full Powers <del>b)Upto Rs.50,000/- in each case subject to an annual ceiling of Rs.5 lac.</del> c)Upto Rs.25,000/- in each case subject to an annual ceiling of Rs.2 lac.	a)D(F) b)Co. Secy.  c)DGM(F) / Dy. Co. Secy.	Similar as (3) above.

7	Engaging Data Entry Operator (DEO)/secretarial support on ad-hoc basis for a period of four months at a time, extendable for a period of two months at a time.	a)Full powers. b)Extension of such engagement on same terms and conditions subject to maximum of two such extensions	a) D(F) and D(HR) b) Co. Secy.	The in principle approval of D(F) and D(HR) necessary.  The agencies/DEO shall be engaged by HR, subject to observance of normal procedure and detailed term & conditions of contract duly vetted by Finance.
8	Award of work relating to Data entry and other computer related works such as Bank reconciliation, Dividend Warrant Account etc.	a)Full Powers  b)Upto Rs.5000/- per occasion subject to a ceiling of Rs.50,000/- p.a.	a)Co. Secy.  b)DGM(F) / Dy. Co. Secy.	Similar as (3) above .
9	Expenditure in connection with publication of notification in Newspapers and Gazette notification.	a)Full Powers  b)Up to Rs.5 lac p.a.	a)Co. Secy.  b)DGM(F)	In consultation with Corporate Communication Deptt.
<b>S.No.</b>	<b>Nature of Powers</b>	<b>Extent of Power</b>	<b>Authorities to whom the powers are delegated</b>	<b>Remarks</b>
10	Mailing of letters, Securities etc. through bulk-mailers.	a)Full Powers  b) For amounts upto Rs.10,000/- excluding postage on any one occasion subject to a ceiling of Rs.50,000/- in a year	a)Co. Secy.  b)DGM(F) / Dy. Co. Secy.	Similar as (3) above
11	Petty contingent expenditure of non-recurring nature*	a) Full Powers  b) Upto Rs.1,000/- on each occasion subject to maximum of Rs.50,000/- in a year  c) Upto Rs.500/- on each occasion subject to maximum of Rs.25,000/- in a year	a) Co. Secy.  b)DGM(F) / Dy. Co. Secy.  c)Sr.Manager/ Manager/Asstt. Secretary	The account for observance of annual limit(s) shall be kept by Finance Establishment.

\*The powers at 16(a) of Section V-B shall not be applicable here.

**General Remarks:**

- 1) No Finance concurrence will be required where the expenditure involved is upto Rs.10,000.
- 2) All items of award of work/ purchase which have not been vetted in Finance prior to award shall be entered in a register and the same shall be subject to post check by Finance/Internal Audit.
- 3) A list of approved vendors/service providers shall be maintained on the basis of data available in 'Prime- The Market Monitor' Database or similar other database/ approved vendors list of any other navratna PSU, State Government/Central government/DGS&D and vendors to whom enquiries were floated in the past.

Date: 27.07.2006

**OFFICE ORDER NO. 260/06**

**Sub: Delegation of Powers for post- issue activities of Securities ( Equity Shares/Fully Convertible Debentures/Partly Convertible Debentures).**

In exercise of the powers vested in him vide Board resolution dated January 27,1999 and in partial modification of Office Order No.251/2005 dated November 18, 2005, the Chairman & Managing Director has delegated the powers as contained in Appendix-I for post-issue activities of Securities (Equity Shares/ Fully Convertible Debentures /Partly Convertible Debentures).

**(A. K. RASTOGI)**  
**Co. Secretary**



**APPENDIX - I****Delegation of Powers for Post-Issue Activities of Securities (Equity Shares / Fully Convertible Debentures /Partly Convertible Debentures)**

<b>No.</b>	<b>Nature of Powers</b>	<b>Extent of Powers</b>	<b>Authorities to whom the powers are delegated</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
A.	Technical and Administrative approval of cost estimate for i) Appointment of Share Transfer Agent  ii) Printing of Annual Report (Shareholders' full / abridged version)	Full Powers  Full Powers	D(F)  ED(F)	Calling of tenders and award approval by Corporate Materials as per Clause 2 & 3 respectively of Section V-B of DOP.
B	Appointment of Banker for payment of dividend to shareholders.	Full powers	D(F)	Award to be made by Investor Services Department (ISD).
C	Appointment of agency(ies) for providing various services in shareholder / investor / analyst meetings such as putting up of tents / stalls, catering, security, manpower, computers etc., incurring of any other expenditure for organization of such meetings.	a) Full powers b) Upto Rs.15 lakh per occasion c) Upto Rs.2 lakh per occasion	ED(F)  GM(F)  Co. Secy.	Award of contract to single agency such as Event Manager will be placed by Corporate Communication. If award is placed separately for stalls / catering / security / manpower etc., placement of award will be done by HR-Admin. If award is placed separately for banners / signages / audio / videography / webcast etc. placement of award will be done by Corporate Communication. Award for Hire of Computer etc. will be done by ISD.
D	Appointment of Scrutinizer for Postal Ballot.	Full Powers	ED(F)	Award to be placed by Co.Sectt.

<b>No.</b>	<b>Nature of Powers</b>	<b>Extent of Powers</b>	<b>Authorities to whom the powers are delegated</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
E	Printing of other stationery items and documents such as Chairman's Statement, Information Brochure for investors, notices, postal ballot forms, window envelopes, business reply	a) Full Powers b) Upto Rs. 2 lakh per	ED(F)  GM(F) / Co. Secy.	Award to be placed by Corp. Comm. in line with approved procedure & systems /norms.

	envelopes, Attendance slips, questions slips, Investor Satisfaction survey forms, Entry Forms, Security certificates, Dividend Warrants, etc.	occasion		
F	Award of works for mailing of letters, reports, securities, etc.	a) Full Powers  b) For amounts upto Rs.10,000/- subject to a ceiling of Rs.50,000/- in a year excluding postage charges	ED(F)  GM(F)/ Co.Secy.	Award by ISD / Co. Sectt.
G	Postal expenditure for dispatch of various documents such as dispatch of Annual Reports, notices, postal ballot forms etc.	Full Power  For amounts upto Rs.5 lakh subject to a ceiling of Rs. 20 lakh in a year.	ED(F)  GM(F)/ Co.Secy.	This will also include advance payments made to postal authorities.
H	Payments to statutory agencies like Stock exchanges, Depositories etc.	Full Powers	ED(F)	

**Note:** GM (F) for this purpose will be the GM in-charge of Investor Services Department.

**General Remarks:**

- 1) No Finance concurrence will be required where the expenditure involved is upto Rs.10,000.
- 2) All items of award of work/ purchase where finance concurrence is not required shall be entered in a register and the same shall be subject to post check by Finance/Internal Audit.

**OFFICE ORDER NO. 98/91**

**Sub : Delegation of Powers to Ash Utilisation Division created vide CMD's Order NO. 01/CMD/STA/0902 dated January 1, 1991.**

In exercise of the powers vested in him vide Board resolution dated 9th December, 1988, the Chairman & Managing Director is pleased to delegate additional powers to the various executives of the Ash Utilisation division created vide CMD's order No. 01/CMD/STA/0902 dated January, 1, 1991 as per the Annex attached herewith.

The exercise of these powers delegated shall always be subject to observance of extant policies, rules and regulations, availability of provision of the budget and further subject to the general supervision of the Chairman & Managing Director and the ultimate control of the Board of Directors. Further the delegates shall be guided by the canons of financial propriety in the exercise of these powers.

**(D.K. BEBBER)**  
**Co. Secretary**

**ASH UTILISATION DIVISION: DELEGATION OF POWERS**

Sl. No	Nature of Power	Director/ED	Head of Division	Marketing Manager	Technical Manager	Production/Project Manager	Remarks
1	2	3	4	5	6	7	8
1.	Terms and Conditions for (a) Disposal/Sale of ash generated by NTPC's stations (b) Sale of ash based products manufactured by NTPC plants	Full Powers	Full Powers  Full Powers	—	—	—	1(a) & 1(b) in consultation with fin. and in accordance with Approved policy and guidelines
2.	Disposal/Sale of ash generated on terms and conditions approved vide 1(a) above by calling of tenders and award against a) Open tender  b) Limited tender  c) Single tender	Full Powers	Full Powers	All ash in excess of 100 days generation in a station  All ash in excess of 200 days generation in a station  All ash in excess of 200 days generation in a station			Subject to the disposal sale in accordance with approved policy and guidelines.
3.	Sale of ash products on terms and conditions approved vide 1 (b) above by calling of tenders and award against :						Subject to the disposal/sale being in accordance with approved policy and guidelines.

Sl. No	Nature of Power	Director/ ED	Head of Division	Marketing Manager	Technical Manager	Production /Project Manager	Remarks
1	2	3	4	5	6	7	8
	a) Open tender	Upto Rs.500 lakh in each case	Upto Rs. 200 lakh in each case	Upto Rs. 100 lakh in each case	—	—	—
	b) Limited tender	Upto Rs.100 lakh in each case	Upto Rs. 50 lakh in each case	Upto Rs. 10 lakh in each case	—	—	—
	c) Single tender	Upto Rs. 50 lakh in each case	Upto Rs. 10 lakh in each case	Upto Rs. 5 lakh in each case	—	—	—
4.	Sale of ash/ash products by development of distribution network after inviting offers from interested parties.	Full Powers	Full Powers	—	—	—	Subject to the disposal/ sale being in accordance with approved policy and guidelines.
5.	Sanction of advertisement for invitation of tenders, seminars, and other publicity matter on the subject.	Full Powers	Full Powers	Upto Rs.50,000 per year	Upto Rs. 10,000 per year	Upto Rs. 10,000 per year	As per the rates in National dailies and Other publication In consultation with PR Deptt. subject to budget provision and policy guidelines. Subject to budget provisions
6.	Market survey and investigations	Full powers	Upto Rs. 5 lakh in each case	Upto Rs. 1 lakh in each case	-	-	
7.	Sanction to incur cost for publicity and business promotion	Full powers	Full powers	Upto Rs. 5000 in each case	-	Upto Rs. 2000 in each case	As per prevalent rates for National/ Regnl. Dailies in consultation with PR subject to budget provision and as per approved policy and guidelines.

Sl. No.	Nature of Power	Director/ ED	Head of Division	Marketing Manager	Technical Manager	Production/Project Manager	Remarks
1	2	3	4	5	6	7	8
8.	Power to execute legal documents in respect of all	Full Powers	Full Powers	Full Powers	—	Full Powers	Subject to vetting by CLO. Agree-

	activities during execution of any contract including marketing.									ment requiring common seal will require Board's approval.
9.	Sanction of overtime to staff working under them within statutory limit.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers				Subject to the same being within budget provision.
10.	Sanction of expenditure on official entertainment & hospitality	Full Powers	Full Powers	Subject to Rs. 500 in each case	Subject Rs. 500 in each case	Subject Rs. 500 in each case				Subject to Budget provision and approved policy guidelines.
11.	Sanction for appointment of casual/daily rate employees	Full Powers	Full Powers	—	—	Full Powers				Subject to this being within the approved Manpower budget for the Ash Utilisation Division and further Subject to Personnel policy and guidelines.

Sl. No.	Nature of Power	Director/ED	Head Division	of	Marketing Manager	Technical Manager	Production/Project Manager	Remarks
1	2	3	4	5	6	7	8	
12.	Sanction of recoupable imprest or advance amount.	Upto Rs. 10000	Upto Rs. 10000	Upto Rs. 5000	Upto Rs. 5000	Upto Rs. 5000	Upto Rs. 5000	
13.	Sanction of expenditure on leasing or hiring of office accommodation and office facilities including lease deeds or rental agreements	Full Powers	Full Powers	—	—	—	—	Subject to budget provision and in consultation with Corp. HR for accommodation in Delhi
14.	Award of work for execution of petty works, repairs, alterations in office accommodation & office equipment.	Full Powers	Full Powers	Upto Rs. 5000 in each case	Upto Rs. 5000 in each case	Upto Rs. 5000 in each case	Upto Rs. 5000 in each case	Subject to budget provisions

15.	Award of work for repairs of equipment, machineries of plant and laboratory	Full Powers	Full	—	Upto Rs. 10,000 in each case	Upto Rs. 25,000 in each case	Subject to budget provisions
16.	Sanction of expenditure on purchase, repairs and servicing all types of office equipment, furniture and furnishings.	Full Powers	Full Powers	Upto Rs. 5000 per year	Upto Rs. 5000 per year	Upto Rs. 5000 per year	Subject to budget provisions and as per approved guidelines for purchase.
17.	(a) Sanction of installation of office phones and other communication facilities.	Full Powers	Full Powers	—	-	—	17(a) & (b) Facilities to be provided as per policy and guidelines of HR Deptt.
	(b) Sanction of installation of residential phones	Full Powers		-	—	-	
18.	Authorisation for payment of bills for electricity, water, telephones and other communication facilities utilised & purchase of stationary.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	—
19.	Sanction of purchase of books & periodicals, journal magazine, technical standards, newspapers etc.	Full Powers	Full Powers	Upto Rs. 5000 per year	Upto Rs. 5000 per year	Upto Rs. 5000 per year	Subject to budget provisions and further subject to registration of Books and technical standards.
20.	Sanction of petty contingent expenditure of recurring & non-recurring nature	Full Powers	Full Powers	Upto Rs. 1000 in each case	Upto Rs. 1000 in each case	Upto Rs. 500 in each case	Subject to total ceilings in budget.
21.	Sanction of tours, within India, TA advance & TA claims.	Full Powers including own.	Full Powers including own.	Full Powers for staff working under him	Full Powers for staff working under him	Full Powers for staff working under him	Subject to budget provisions.
22.	To authorise staff & Officers under them to travel/stay on official tours by class/mode of travel to which they are not entitled within India.	Full Powers	Full Powers	—	—	—	—
23.	Sanction of expenditure on	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	—

24.	cancellation of rail/air bookings. Sanction of local conveyance charges.	Full Powers	Full Powers	Upto Rs. 250 in each case	Upto Rs. 250 in each case	Upto Rs. 250 in each case	Subject to budget provision and as per approved norms.
25.	Sanction of all kinds of leaves subject to leave rules to employees working under them.	Full Powers	Full Powers	Full Powers excepting extra ordinary leave.	Full Powers excepting extra ordinary leave.	Full Powers excepting extra ordinary leave.	—
26.	Organising seminars, workshops etc. in India and expenditure therefor.	Full Powers	—	—	—	—	Subject to budget provision
27.	Co-sponsoring of programme conducted by other institutes/agencies	Upto Rs. 25,000 in financial year	—	—	—	—	Subject to budget provision
28.	Transfer of employees within their charge						
	a) Executive upto E4 level	Full Powers	—	—	—	—	—
	b) Non-executives	Full Powers	Full Powers				
29.	Printing & binding	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Subject to budget provision
30.	Acquisition of technology from other agencies and terms therefor.	Full Powers	—	—	—	—	Subject to the approval of the advisory council and in case of foreign technology further subject to the approval/ clearance as per extant rules applicable to foreign tech. commitments/ payments.
31.	Transfer of technology to other agencies.	Full Powers	—	—	—	—	—
32.	Award of	Upto Rs.	—	—	—	—	Subject to



Note:

1. For any item not covered above regular NTPC delegation of powers shall be referred to. For cost estimate approval and procurement of plants and machinaries etc. the powers delegated in Section 1 of DOP will apply and will be exercised by the executive of the Ash Utilisation Division at the appropriate level.
2. It is understood that the level to which power is delegated will also be exercised by all higher levels.
3. All expenditure decisions above Rs. 5000/- shall be in consultation with associated Finance Deptt.
4. One of the executives nominated by HOD will also look after the function of administration.
5. Any commitment involving foreign exchange expenditure will be subject to the rules and procedure applicable therefore.

**Office Order No. 174/98****Sub : Delegation of Powers for Ash Utilisation Activities at Site**

In exercise of the powers vested in him vide Board resolution dated 9<sup>th</sup> December, 1988 the Chairman & Managing Director has delegated the following powers for Ash Utilisation Activities at Site:

Sl. No.	Nature of Power	E.D. (Region)	GM/ Proj. (I/C)	Remarks
1.	Finalisation of terms and conditions & Award for sale of ash based products/processed ash	Full Power	Full Power	In consultation with finance and in accordance with approved policy and guidelines
2.	Entering into Agreement with Entrepreneurs for setting up of ash based units and/or dry ash collection/storage/Processing/transportation systems and other activities for ash utilisation.			a) Lease period for all agreements shall be for such period as approved by policy & guidelines b) All Agreements shall be in accordance with the policy & guidelines and subject to Legal vetting by site Law Deptt. c) All proposals shall be examined by a committee consisting of members from Ash Utilisation Group, Finance & Technical Services nominated by Project I/c, and finalised in association with Corporate Ash Utilisation Division, Corp. Engg. and O.S.
a)	Where land is not to be leased by NTPC	Full Power	Full Power	
b)	Where land is to be leased out by NTPC	*	*	
3.	Technical Approval & Award for testing of ash & Ash based products and other related items like clay/soil, lime, gypsum etc.	Full power	Full power	Such investigation may be done by institutes/ laboratories, test houses like National Council for Cement & Building Materials, Shri Ram Test House, NPL, IIT or any other recognized laboratory subject

\*Where land is to be leased out by NTPC the proposal shall be approved by ED/Director (In-charge) of Ash Utilisation Division at Corporate Centre.

4.	Power to execute legal documents in respect of all activities during execution of any contracts including marketing.	Full power	Full power	<p>to reasonableness of the charges.</p> <p>a) Subject to vetting &amp; witnessing by site Law Deptt. and final vetting by Corporate Law Deptt. , compliance of legal formalities suggested by HOD (Law), approval of document by competent authority and in accordance with approved policy and guidelines.</p> <p>b) Agreement to be executed under common seal will require Board's approval.</p>
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Note 1) All delegations are subject to Budget provisions.

2) For all other activities of Ash Utilisation regular NTPC delegation of Power (Section-II) shall apply.

**(A.K. Bajpaie)**  
**Co. Secretary**

**Office Order No. 344/2015**

**Sub: Delegation of Powers for Consultancy Wing**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011 and in replacement of existing Delegation of Powers for Consultancy Wing as contained in Office Order No.: 216/2002 dated 7.11.2002, the Chairman & Managing Director has approved the revised Delegation of Powers for Consultancy Wing as appearing in Annex-I. Accordingly, the same shall be applicable with immediate effect.

**(A. K. RASTOGI)**  
**Company Secretary**

**Annex-I to office Order No. 344/2015**  
**Delegation of Powers for Consultancy Wing**

Sl. No.	Subject Matter	Extent of Power	Officer to whom delegated	Remarks
<b>I. Marketing Stage :</b>				
1.	Sanction of expenditure on Surveys, Investigations, seminars and publicity etc. for market development and business promotion.	Full Powers  Up to Rs. 50,000 in each case subject to ceiling of Rs.5 lakh in a year	HOCW  HOM	Subject to approved budget provision.
2.	Sanction for Purchase of Tender Document/Pre-qualification Document for assignments relating to Consultancy Division.	Full Powers  Up to Rs. 50,000 in each case.	HOCW  HOM	Subject to approved budget provision.
3.	Award of works for drafting/ designing/ preparation of drawing/photo copying/ binding/ printing etc. in connection with promotion of business development and bid preparation.	Full Powers  Up to Rs. 50,000 in each case.	HOCW  HOM	Subject to approved budget provisions and from empanelled agencies and only in exceptional cases from other than empanelled agencies.
4a.	Approval for submission of Expression of Interest	Full Power for International Assignment  Full Powers for Domestic Assignment	HOCW  HOM	
4b.	Approval for Decision to Bid For Domestic or International assignments.	Full Powers  Up to Rs. 5 Crore  Up to Rs. 1 Crore	ED  HOCW  HOM	i) Subject to availability of resources from concerned department. ii) Financial powers indicated are the cost to NTPC or estimate of the work as applicable.

5.	Sanction to tie up with outside agency or sub-contractor for the purpose of bid as approved vide item no. 4 :  -Domestic and Foreign Tie-up	<p>Full powers</p> <p>Up to Rs. 5 Crore of value of sub-contract.</p> <p>Up to Rs. 2 Crore value of sub-contract</p> <p>Up to Rs. 50 Lakh of value of sub contract.</p>	<p>Director –in-Charge</p> <p>ED</p> <p>HOCW</p> <p>HOM</p>	<p>i) Tie-up where foreign exchange outgo is involved is to be considered as foreign tie-up.</p> <p>ii) Subject to inclusion in the cost sheet and back-to-back tie- up. In case Back to Back tie up is not possible in totality, cost implication for the same is to be considered in the cost sheet.</p> <p>iii) No financial liability to NTPC in case bid is not successful</p> <p>iv) From empanelled agencies, where available. In case of non-availability of panel, from short listed vendor(s) to be finalized by a committee comprising members from C&amp;M, Marketing and Finance. The short listed vendor(s) shall be approved by HOCW.</p> <p>v) For limited tender above Rs. 50 Lakh and single tender enquiries, reasons for adopting such modes of tendering shall be recorded in writing, while obtaining approval of the competent authority.</p>
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6.	Engagement of expert	Full powers  Up to Rs 1 Crore  Up to Rs 50 Lakh	Director-in-Charge  ED  HOCW	Subject to: i) Inclusion in the cost sheet and back to back tie-up ii) No financial liability to NTPC in case bid is not successful. iii) As per client requirement. iv) Attached guidelines for engaging consultants to be followed.
7.	Approval of cost sheet including Terms & Conditions of the bid	Full Powers  Up to Rs. 5 Crore  Up to Rs. 2 Crore	Director-in-Charge  ED  HOCW	Man days/ Man months rates for various categories of employees and for all types of services including escalation factor duly approved by CMD at least once in two years or as necessary, will be considered for the purpose of cost sheet.
8.	Decision on Bid Price including Post Bid Modification, if any.	Up to 2.5% profit margin of over approved cost vide item 7.  Up to 5% profit margin of over approved cost vide item 7.  Above 5% profit margin of over approved cost vide item 7	Director – in-Charge  ED  HOCW	In case the proposed bid price is lower than the approved cost then the approval of CMD shall be obtained before submission of the offer.
9.	Powers to execute legal documents in respect of all activities in connection with the bid, acceptance of contract and signing of agreement.	Full Powers	HOM	i) Wherever necessary legal advice to be obtained. ii) After approval by the competent authority as per Sl. No. 7 & 8.
10.	Nomination and approval of Project Manager/Site Resident Manager	Full Powers  Full Powers for the employees within his charge for contract value up to Rs. 5 Crore  Full Powers for the employees from within Consultancy Wing for the contract having value up to Rs. 2 Crore.	Director-in-Charge  ED  HOCW	i) In consultation with concerned Director for employees outside Consultancy Wing where transfer is involved. In other cases with consultation of concerned ED. ii) Project Manager/SRM will not be less than DGM in case of assignments involving site activities at client's site. In any case, Project manager will not be less than Sr. Manager Level.
11.	Sanction of Expenditure on entertainment and hospitality for business development.	Full Powers	ED	Subject to budget provision in marketing budget.

12.	Power to register or to claim any export incentives for pre-bid stage of a bid from any organization of GOI under any scheme.	Full power	HOM	In Consultation with Finance
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## II. Execution Stage :

13.	Powers to execute legal documents in respect of all activities during execution of the approved contract.	Full Powers	Project Manager/ SRM	Wherever necessary legal advice to be obtained.
14a	Approval for award of works/service contracts during execution of contract as per tie-up approved vide Sl. No. 5 for both domestic/foreign tie-up.	Full Powers  Up to Rs. 2 Crore of value of sub contract  Up to Rs. 1 Crore of value of sub contract  Up to Rs. 25 Lakh of value of sub contract.	Director-in-Charge  ED  HOCW  PM	Subject to cost sheet provisions & general guidelines in this behalf. Necessary negotiation of the prices shall be made with the agencies. If the client desires supplies or works from a particular source, then the extra price, if any, shall be to the account of the client.
14b	Non Tie up cases	Full Powers  For value of sub-contract up to Rs. 3 Crore  For value of sub-contract up to Rs. 1 Crore  Up to Rs. 25 lakh of value of sub contract	Director –in-Charge  ED  HOCW  PM	i) Subject to cost sheet Provision. ii) On limited tender basis from empanelled agencies where available. In case of non- availability of panel, the short listed parties as per Office order No 265/2007 for LT. List of parties to be approved by HOCW.

15a.	Approval of variation during execution with respect to award price, extension in completion period and reduction/waiver of LD for the contracts awarded as per Sl. No. 14 above.	Full Power  Full Powers	Director-in-Charge  HOCW	-  Subject to full recovery of cost from client/provision in cost sheet and also other terms & conditions agreed by client / back-to-back basis.
15b	Modification in terms of contract not having financial implications or Contracts involving financial implications which is not quantifiable e.g reduction in BG/ change in terms of BG, indices related changes etc.	Full Powers  Full powers in respect of contracts approved by himself or lower authority.	ED  GM/ AGM/ DGM	Adequate reasons are to be recorded to establish that financial implications of modification are not being quantifiable.



15c.	Approval for providing temporary relief in exceptional circumstances by way of advancing payment or deferment of recovery including recovery towards security deposit.	Full Powers  Full powers in respect of contracts approved by himself or lower authority	Director –in-Charge  HOCW	Financial implication for the purpose of this item shall be interest, calculated on temporary relief provided to the contractor at the rate notified by the Company, time to time, irrespective of the fact that such relief including interest is adjustable / recoverable from the contractor.  These powers to be exercised ICWF.
16.	Sanction of advertisement expense for invitation of tenders.	Full Powers	PM	Subject to provision in cost sheet/ reimbursement by the client.
17.	For Consultancy Contracts received from client: - Approval of revised cost sheet for variation in contract price, extension in completion period, settlement of LD or price escalation.  Interim/ final settlement of claims with Client not covered in the contract.	Full Powers  Up to Rs. 5 Crore  Up to Rs. 2 Crore  Up to 2.5% profit margin over approved cost vide item 7.  Up to 5% profit margin over approved cost vide item 7.  Above 5% profit margin over approved cost vide item 7	Director-in-Charge  ED  HOCW  Director –in-Charge  ED  HOCW	Based on the committee report of the members consisting of Project Manager, Contracts and Finance.
18.	Sanction of Expenditure on entertainment and hospitality during project execution.	Full Powers	ED	Subject to cost sheet provision.
19.	Power to register or to claim any export incentives during execution of contract from any organization of GOI under any scheme.	Full Powers	PM	In Consultation with Finance.
20.	Transfer / Posting within Consultancy wing including Consultancy Sites.	Full Powers up to E7  Full Powers up to E6	Director-in-Charge  HOCW	Subject to cost sheet provisions in case of site posting and approved budget.
21.	Sanction of hiring of conveyance	Full powers  Full Powers	HOCW  PM/SRM	Subject to provision in Consultancy Wing Budget  Subject to Cost Sheet provision.

22.	Approval of cost estimate, calling of tenders and approval of award recommendation for procurement of material/ services on behalf of client.	Full Powers	Director –in-Charge	Prevailing procurement procedure of NTPC shall be followed.
		Up to Rs 5 Cr.	HOCW	For open tender
		Up to Rs 2 Cr.	HOCW	Single response on open tender or Limited Tender or Single Tender on “Original Equipment Supplier or Manufacturers who are PSUs for R&M” or Single tender on other than OES or Single tender on PSUs/Central/State Govt. dept.
		Up to Rs 50 lakh	HOCW	For single tender on grounds of urgency or availability of Single source.
		Up to Rs 10 Lakh	HOCW	Single tender on grounds other than above.

**General Notes :**

1. Director = Director in-charge of Consultancy Wing  
HOCW = Head of Consultancy Wing not below the rank of GM.  
HOM = Head of Marketing (Not below the rank of AGM)  
PM = Project Manager (not below the rank of Sr. Manager)  
HOD = Head of Department (not below the rank of DGM)  
SRM = Site Resident Manager (not below the rank of DGM)  
ICWF= In Consultation with Finance
2. All approvals above Rs. 20,000/-except for sl. no. 4, 8,9,10,11, 13, 18 & 20 shall be in consultation with finance department.
3. The Powers delegated to an authority can also be exercised by the higher authorities.
4. Above delegation shall be applicable for all types of service assignments / deposit works and supervision of O&M contracts of power stations. These delegations are not meant for Turnkey Contracts and O&M Contracts.
5. Apart from the above specific powers, HR and Administrative Powers as per Section IV of Delegation of Powers subject to notes & general notes thereof shall be exercised by the executives of Consultancy Wing of Corresponding levels. Powers delegated to Regions and stations shall be exercised by Consultancy Wing where Powers delegated to RED will be available to ED(CW). HOCW (Not below GM) will exercise the powers of BUH/Head of Project and Project Manager/SRM shall exercise the powers as applicable to their level as per Section IV. HR Department and Finance Department will mean the associated HR and Finance of Consultancy Wing. Powers at Serial No. 14(ii) & (iii), 36A (b) (ii) of Section-IV shall be exercised by IT & Communication section of Consultancy wing. Clause No. 19, 36-47 are applicable to Consultancy Wing only for departmental purchases and not for project execution.
6. Exercise of various Delegation of Powers are subject to provision in CW Budget or in the Cost Sheet of the Assignment as the case may be.
7. Level of tender committee for S. No 22 in above table shall be in line with the Office order No-340/2015 dated 30.07.15.

## **Guidelines for Engaging Experts in Consultancy**

Following guidelines shall be followed in case of requirement of engaging expert in any field or Speciality service:

1. If requirement along with profile of expert including experience/ expertise/qualification/ work area/Certification has been suggested by Client then the same shall be adopted.
2. If profile is not defined by client or requirement is at back end to fulfil obligation of consultancy wing in any assignment then it shall be framed and proposed by a committee of members not less than E6 level comprising representative of C&M, Finance, Marketing and either of Engineering/O&M/Project Management/HR as per requirement..
3. Approval of profile shall be obtained by Marketing department from HOCW.
4. Consultancy Wing may empanel or engage HR Agency who provide the personnel with requisite profile and engage personnel provided by them after declaring/negotiating terms and conditions of engagement. Agency will be paid a pre-defined fee as per terms of engagement.
5. Consultancy Wing may also identify and empanel experts in different fields of expertise based on submission of their profile and expression of interest invited through advertisement, web based or print media. Terms and conditions of engagement may be declared while taking offers from them for a particular assignment.
6. In case of non- availability of empanelled or hired HR Agency and non availability of empanelled experts in any field, a committee of 4 members as suggested at point-2 above shall be formulated to study, identify and suggest the suitable names.
7. It is possible that multiple choices may not be available with requisite profile or terms and conditions of work requirement.
8. In case of availability of multiple choices in panel or identified otherwise, minimum 3 and maximum 10 offers per requirement should be invited based on priority decided by committee as per S. No-2 above and approved by HOCW.
9. Offers from selected persons may be invited and evaluated as Limited/Single tender in line with prevailing procedure in NTPC for the same.
10. Powers delegated as CW DOP S.No.-5 shall be applicable in all cases.
11. However in case of hiring of more than one expert for the same assignment in the same or different fields the total cost of experts hiring all together shall be considered for deciding the level of competent authority for approval.

Officer Order No. 111/92

**Sub. : Delegation of powers to execute Legal Documents**

In exercise of the powers vested in him vide Board Resolution dated 9th December, 1988, the Chairman & Managing Director has authorised the following Officers of the Company to execute/accept legal documents on behalf of NTPC provided such document is not required to be executed under the Common Seal of NTPC :-

	Document	Officer Authorised	
		Corporate Centre	Project
(i)	Acceptance/Execution of Mortgage Deeds, Hypothecation Deeds, Surety Bonds, Service Bonds and other Bonds/ Deeds/Agreements executed by Trainees/ Apprentices/ employees.	Officers in the HR Deptt. not below the rank of Dy. Manager after the document is vetted by Legal Deptt.	Officers in the HR not below the rank of E3 after the document is vetted by Legal Deptt.
(ii)	Hypothecation Deeds, Indemnity Bonds etc. for the purposes of Purchase/ Construction/ Erection works etc.	Officers not below the rank of Dy. Manager of the concerned Deptt. (after the document is vetted by Legal & Fin. Deptt.)	Officer not below the rank of Dy. Manager of the concerned Deptt. (after the document is vetted by Legal & Fin. Deptt.)
(iii)	Other Legal Documents (including execution of deeds, submission of statutory returns etc.)	Officer not below the rank of Dy. Manager as may be authorised by concerned GM after the document is vetted by Legal & Fin. Deptt.	Any officer as may be authorised by GM of the Project (after the document is vetted by Legal & Fin. Deptts.)

2. The existing delegations in respect of above matters shall stand superseded.

(D.K. Bebber)  
Secretary & Chief Law Officer

Ref. No. 01:SEC:D:5

Date : 10.10.2001

**Office Order no. 207/2001**

**Sub.: Delegation of Powers to the Executives posted for Accelerated Power Development & Reforms Programme**

In exercise of the powers vested in him vide Board resolution dated 27<sup>th</sup> January, 1999, the Chairman & Managing Director has delegated certain HR and Administrative powers as specified in Annex-I to Executives posted for Accelerated Power Development & Reforms Programme (APDRP) of Ministry of Power.

**(ANJAN Kr. BAJPAIE)**  
**Co. Secretary.**

**HR AND ADMINISTRATIVE POWERS TO BE EXERCISED BY THE EXECUTIVES  
POSTED FOR ACCELERATED POWER DEVELOPMENT & REFORMS PROGRAMME  
(APDRP) OF MINISTRY OF POWER**

S No..	Subject Matter	Extent of Power	Officer to whom delegated	Remarks
1.	Authorizing over-time work and countersigning overtime claims of staff under his charge subject to rules, policies laid down for the purpose.	Full Powers	Project Manager/Circle In-charge	Subject to provision in Cost Sheet
2.	Sanctioning tours within India advance of TA and countersigning of TA claims.	Full Powers including his own tour.  Full Powers in respect of employees under him including countersigning his own claims, subject to tour being approved by higher authority.	Project Manager  Circle In-charge/ DGM	i) Subject to such guidelines/ instructions/ exceptions, etc that may be conveyed with the approval of the competent authority. ii) Copy of tour claim is to be sent to Project Manager in case of circles.
3.	Reimbursement of medical claims within normal rules in respect of employees under them.	Full Powers for claim above Rs. 2000/- including countersigning his own claims.	Project Manager/ Circle In-charge/ Sr. Manager	—
4.	Sanction of medical advance to employees under their charge for hospitalization within India and for diagnostic tests costing Rs. 5000/- and above.	For claims upto Rs. 2000/- upto Rs. 20,000/- including self  Upto Rs. 10,000/-	Dy. manager Project Manager/Circle In-charge  Sr. Manager	Adjustment claim for the advance will be settled as per rules and entitlement of the employee.
5.	Sanction of leave salary advance equal to one month's pay as per leave rules in respect of employees working under them and proceeding on leave for more than 30 days.	Full Powers	Project Manager/Circle In-charge	
6.	Sanction of local conveyance charges as per rules.	Full Powers including their own	Project Manager/ Circle In-charge/ DGM/SM	
7.	Sanction of leave travel	Full Powers including their	Project	Order to be

	concession and advance thereof subject to admissibility as per rules in respect of employees working under their charge	own	Manager/ Circle In-charge/ DGM	issued by HR Department.
		Full Powers		
8.	Sanction of all kinds of leave subject to leave rules to employees working under him.	Full Powers	SM Project Manager	Concerned HR to be intimated about sanction along with the employees' leave books: CL/RH records to be maintained locally.
		Full Powers except extra-ordinary leave	Circle In-charge/ DGM/SM	
9.	Approval for purchase of books, technical journals, periodicals, magazines etc., subject to Budget provision and subject to entry of books in the library's accession register.	Full Powers	Project Manager	Subject to provision in Cost Sheet.
		Purchase of daily Newspaper magazines, books, periodicals up to Rs. 7,500/- per annum,	Circle In-charge/ DGM	
10.	Sanction of petty contingent expenditure:	i) <u>Of recurring nature</u> :		
		Full Powers	Project Manager	Subject to provision in Cost Sheet.
		Up to Rs. 1000/- per case, subject to an annual ceiling of Rs. 10,000/- in a year	Circle In-charge / DGM.	
		ii) <u>Of non -recurring nature</u>		Subject to provision in Cost Sheet.
		Full Powers	Project Manager	
		Up to Rs. 5000/- per case, subject to an annual ceiling of Rs. 20,000/- in a year	Circle In-charge / DGM.	
11.	Sanction for installation of telephones, fax, e-mail, internet, etc. in office and residential telephone subject to applicable policy/ guidelines/ entitlements.	Full Powers	Project Manager/ Circle In-charge	Subject to provision in Cost Sheet.
12.	Sanction of personal protective and safety equipments. Subject to approved rules and yardsticks.	Full Powers	Project Manager/ Circle In-charge	Subject to provision in Cost Sheet.
13.	Signing of residential Lease agreement in respect of executives as per standard text vetted by Law Deptt.	Full Powers	Project Manager/ Circle In-charge	Subject to intimation to concerned HR Deptt.
14.	Sanction of advance rent up to six months entitlement in respect of residential accommodation leased for employees of the company to be adjusted in the first six	Full Powers	Project Manager/ Circle In-charge	Subject to intimation to concerned HR Deptt.



	months.			
15.	Leasing/hiring of office accommodation/transit camp etc	Full Powers	Project Manager	Subject to provision in Cost Sheet.
		Full Powers subject to the place and area of accommodation having been approved by Project Manager.	Circle In-charge	
16.	Signing of lease deeds for hiring of accommodation other than residential (in consultation with Law Department)	Full Powers	Circle In-charge	
17.	Hiring of vehicle/conveyance on contract basis for office purpose based on approved guidelines.	Full Powers	Project Manager/ Circle In-charge	Subject to provision in Cost Sheet.
18.	Sanction for printing & binding other than standardized forms.	Full Powers	Project Manager	Subject to provision in Cost Sheet
		Up to Rs. 5000/- on one occasion subject to ceiling of Rs. 50,000/- in a year and as per purchase/ procurement procedures.	Circle In-charge/ DGM.	
19.	Sanction of expenditure on entertainment and hospitality.	Full Powers	ED (APDRP)/ Project Manager DGM	Subject to provision in Cost Sheet.
		Up to Rs. 1000/- on one occasion subject to ceiling of Rs. 10,000/- p.a.		
		Up to Rs. 400/- on one occasion subject to ceiling of Rs. 4,000/- per annum	Sr. Manager	
		Up to Rs. 125/- on one occasion subject to ceiling of Rs. 1,250/- p.a.	Manager	
20.	Sanction of permanent recoupable imprest (ICWF).	Upto Rs. 20,000/- in each case. Up to Rs. 10,000/- in each case	Project Manager Circle In-charge/ DGM.	
21.	Payment of bills pertaining to Electricity/ Water/ telephone/ Telex/ Wireless, posts & telegraphs/ courier services etc.	Full Powers	Sr. Manager/ Manager	i) Subject to provision in Cost sheet.  ii) Will be exercised by the executives as authorized by PM/ circle in-charge.
22.	Authorizing payment of hire charges of conveyance as per	Full Powers	Project Manager/	Subject to provision in

	certification in writing.		Circle In-charge	Cost sheet.
23.	Disposal of office scrap as per recommendation of a Committee.	Full Powers	Project Manager/ Circle In-charge/DGM	
24.	Sanction of expenditure on cancellation of Air and Rail bookings for employees working under him including his own.	Full Powers	Project Manager/ Circle In-charge/DGM	
25.	Hospitality and entertainment on behalf of and at the instance of ED/GM, whether in office or outside, subject to norms and approved guidelines.	Full Powers	Project Manager/ Circle In-charge/AGM	Subject to provision in Cost sheet.
26.	Approval for Hiring of PC, including peripherals of PC and maintenance service for the above for use at office by user Dept. as per Company policy.	Full Powers	Project Manager/ Circle In-charge	Subject to provision in Cost sheet.
27.	Sanction for appointment of casual/daily rated employees within manpower accounted for in the consultancy proposal.	Full Powers	Project Manager/ Circle In-charge	i) Subject to provision in Cost sheet. ii) Subject to local rules and regulations and HR policy.
28.	Approval of purchase or hire/ lease of furniture, fittings, air coolers, air conditioners, heaters, office equipments including Personal Computers and printers, fax machines, linen curtains, civil and electrical maintenance items, etc.	Full Powers  Upto Rs. 10,000 in each case.	Project Manager  Circle In-charge	i) Subject to provision in Cost sheet. ii) This is subject to Procurement & Works policy. iii) Subject to entitlements and policy guidelines. iv) Records of items purchased giving the description of item, date of purchase, source, cost, etc. are to be kept locally.
29.	Approval of purchase of stationery items including EDP consumables.	Full Powers  Upto Rs. 10,000 in each case.	Project Manager  Circle In-charge	Subject to provision in Cost sheet.

**Notes:**

1. Any expenditure beyond Rs. 10,000/- will require prior financial concurrence.
2. All Expenditures incurred on this project are to be booked under separate Project Code and to be transferred to Consultancy Wing on monthly/quarterly basis by the concerned finance departments for claiming from Ministry of Power under the Programme of APDRP.
3. For the purpose of payment of salary and other allowances, District Circles have been attached with specific Projects/RHQs. Respective HR/Finance Departments of these units will exercise powers available under Section IV of DOP of NTPC while providing administrative services to executives posted in various District Circles.
4. Delegated powers shall be exercised duly observing all principles of financial propriety and in accordance with Procurement & Works policy where applicable and within the cost sheet provisions of this assignment.
5. Powers delegated to an executive at a particular level can be exercised by an executive at a higher level.
6. Project Manager will be of the rank of General Manager and Circle in-charge will be of Deputy General Manager/Senior manager.

Ref.: 01:SEC:D:5

24/1/2003

**Office Order No. 219/2003**

***(Further Modified by Office Order No.273/2008 dated 14.8.2008)***

**Subject: Delegation of Powers for Consultancy Services Assignments of Residual Life Assessment (RLA) and Renovation & Modernisation (R&M) of Thermal Power Plants of SEBs / GENCOs**

In exercise of the powers vested in him vide Board Resolution dated 27th January, 1999 and in partial modification of Office Order No. 218/2003 dated 1.1.2003, the Chairman & Managing Director has delegated certain powers for Consultancy Services Assignments of Residual Life Assessment (RLA) and Renovation & Modernisation (R&M) of Thermal Power Plants of SEBs / GENCOs. These powers are incorporated in Annex-I and II to this Office Order.

**(A.K. BAJPAIE)**  
**Co. Secretary.**

**Annex – I to Office Order No.219/2003**

**DELEGATION OF POWER FOR CONSULTANCY SERVICES ASSIGNMENT OF  
RLA/R&M OF SEBS/GENCOS POWER STATIONS**

SL NO	NATURE OF POWER	ED	GM	PROJECT MANAGER	SITE RESIDENT MANAGER	REMARKS
1.	Technical and administrative approval for advance expenditures for setting up transit camp / site office at SEB station	2 lakh	1 lakh	Upto Rs.30,000/-	Upto Rs.20,000/-	<ol style="list-style-type: none"><li>1. ED&amp;GM(R&amp;M)/APDRP shall exercise this power.</li><li>2. This power is subject to the following:<ol style="list-style-type: none"><li>a. SEB / GENCOS has given acceptance for NTPC as consultant for RLA and R&amp;M under APDRP.</li><li>b. Stipulated terms and conditions of NTPC for RLA and R&amp;M under APDRP are adhered to.</li><li>c. Availability of provision in cost sheet.</li><li>d. Amount of advance has been received by NTPC</li></ol></li></ol>

Note:

1. Level of Project Manager – E7
2. Level of Site Resident Manager -- E7/E6

**Annex – II to office  
Order No.219/2003**

**HR AND ADMINISTRATIVE POWERS TO BE EXERCISED BY THE EXECUTIVES  
FOR RLA / R&M ASSIGNMENTS  
FOR THERMAL STATIONS OF SEBs / GENCOs**

S.NO.	SUBJECT MATTER	EXTENT OF POWER	OFFICER TO WHOM DLEGATED	REMARKS
1.	Authorizing overtime work and countersigning overtime claims of staff under his charge subject to rules, policies laid down for the purpose.	Full powers	Project Manager/Site Resident Manager	Subject to provision in Cost Sheet
2.	Sanctioning tours within India, advance of TA and countersigning of TA claims	Full powers in respect of employees under him, including countersigning his own claims, subject to tour being approved by higher authority	Project Manager/Site Resident Manager	<ol style="list-style-type: none"><li>1. Subject to such guidelines/instructions/exceptions etc. that may be conveyed with the</li></ol>

S.NO.	SUBJECT MATTER	EXTENT OF POWER	OFFICER TO WHOM DLEGATED	REMARKS
				approval of the Competent Authority.  2. Copy of tour claim is to be sent to Project Manager in case of Site Resident Manager.
3.	Reimbursement of medical claims within normal rules in respect of employees under them	Full powers for claim above Rs.2000/- including countersigning his own claims  For claims upto Rs.2000/-	Project Manager/Site Resident Manager  Dy.Manager	
4.	Sanction of medical advance to employees under their charge for hospitalization within India and diagnostic tests costing Rs. 5000/- and above at site.	Upto Rs. 20,000/- including self  Upto Rs 10,000/-	Site Resident Manager  Sr. Manager	Adjustment claim for the advance will be settled as per rules and entitlement of the employee.
5.	Sanction of leave salary advance equal to one month's pay as per leave rules in respect of employees working under them and proceeding on leave for more than 30 days	Full powers	Project Manager/ Site Resident Manager	
6.	Sanction of local conveyance charges as per rules	Full powers including their own	Project Manager/Site Resident Manager	Subject to provision in Cost Sheet
7.	Sanction of leave travel concession and advance thereof subject to admissibility as per rules in respect of employees working under their charge	Full powers including their own	Project Manager/Site Resident Manager	Order to be issued by HR department
8.	Sanction of all kinds of leave to employees working under him subject to leave rules	Full powers except extraordinary leave	Project Manager/Site Resident Manager	Concerned HR to be intimated about sanction along with the employees leave books: CL/RH records to be maintained locally
9.*	Approval for purchase of books, technical journals, periodicals, magazines etc. subject to Budget provision and subject to entry of books in the library's accession register.	Purchase of daily Newspaper, magazines, books, periodicals upto Rs.7,500/- per annum	Site Resident Manager	Subject to provision in Cost Sheet

10. *	Sanction of petty contingent expenditure	<p><b><u>1.Of recurring nature :</u></b> Full Powers</p> <p>Upto Rs.2500/- per case subject to an annual ceiling of Rs.25,000/- in a year</p> <p><b><u>2.Of non recurring nature:</u></b> Full Powers</p> <p>Upto Rs.10,000/- in each case subject to a ceiling of Rs.50,000/- in a year</p>	<p>Project Manager</p> <p>Site Resident Manager</p> <p>Project Manager</p> <p>Site Resident Manager</p>	<p>Subject to provision in Cost Sheet</p> <p>Subject to provision in Cost Sheet</p>
11.	Sanction for installation of telephones, fax, e-mail, internet etc. in office and residential telephone subject to applicable policy / guidelines / entitlements at site.	Full Powers	Project Manager/Site Resident Manager	Subject to provision in Cost Sheet
12.	Sanction of personal protective and safety equipments subject to approved rules and yard sticks	Full powers	Site Resident Manager	Subject to provision in Cost Sheet
13.	Signing of residential Lease agreement in respect of executives as per standard text vetted by Law Department.	Full powers	Project Manager/Site Resident Manager	Subject to intimation to concerned HR department
14.	Sanction of advance rent upto six months entitlement in respect of residential accommodation leased for employees of the company to be adjusted in the first six months	Full powers	Project Manager/Site Resident Manager	Subject to intimation to concerned HR department

15.	Leasing / hiring of office accommodation / transit camp etc.	Full powers subject to the place and area of accommodation having been approved by GM(R&M) / APDRP	Site Resident Manager	Subject to provision in Cost sheet
16.	Signing of lease deeds for hiring of accommodation other than residential (in consultation with Law Department)	Full powers	Site Resident Manager	
17.	Sanction of hiring of vehicle / conveyance on contract basis for office purpose based on approved guidelines.	Full powers up to the amount provided in the budget /cost sheet.	Project Manager/Site Resident Manager	Subject to provision in Cost Sheet
18.	Sanction for printing & binding other than standardized forms	Full powers  Upto Rs.5,000/- on one occasion subject to ceiling of Rs.20,000/- in a year and as per purchase/procurement procedures	Project Manager  Site Resident Manager	Subject to provision in Cost Sheet
19.	Sanction of expenditure on entertainment and hospitality	Full powers  Upto Rs.5,000/- in each case.  Upto 1,000/-on one occasion subject to ceiling of Rs. 10,000 per annum.  Upto Rs.400/- on one occasion subject to ceiling of Rs.4,000/- p.a.  Upto Rs.125/- on one occasion subject to ceiling of Rs.1,250/- p.a.	ED(APDRP)/GM  Project Manager/Site Resident Manager  DGM  Sr.Manager  Manager	Subject to provision in Cost Sheet
20. *	Sanction of permanent recoupable imprest (ICWF)	Upto Rs.20,000/- in each case	Project Manager/Site Resident Manager	
21.	Payment of bills pertaining to	Full powers	Site Resident Manager /	1. Subject to



	Electricity / Water / Telephone / Telex / Wireless / Posts & Telegraphs / Courier Services etc.		Manager	provision in Cost Sheet. 2. Will be exercised by the executives as authorized by Project Manager / Site Resident Manager 3. This power shall be exercised by Manager when Site Resident Manager is not available at station.
22.	Authorizing payment of hire charges of conveyance as per certification in writing	Full powers	Project Manager/Site Resident Manager	Subject to provision in the Cost Sheet
23.	Disposal of office scrap as per recommendation of a Committee	Full powers	Project Manager/Site Resident Manager	
24.	Sanction of expenditure on cancellation of Air and Rail booking for employees working under him including his own at site.	Full powers	Site Resident Manager	
25.	Hospitality and entertainment on behalf of and at the instance of ED/GM, whether in office or outside, subject to norms and approved guidelines.	Full powers	Project Manager/Site Resident Manager	Subject to provision in the Cost Sheet
26.	Approval for Hiring of PC including peripherals of PC and maintenance service for the above for use at office by user Deptt. as per Company policy.	Full powers	Site Resident Manager	Subject to provision in the Cost Sheet
27.	Sanction for appointment of casual / daily rated employees within manpower accounted for in the consultancy proposal.	Full powers	Site Resident Manager	1. Subject to provision in the Cost Sheet 2. Subject to local rules and regulations and HR policy
28. *	Approval of purchase or hire / lease of furniture, fittings, air coolers, air conditioners, heaters, office equipments including Personal Computers, printers, fax machines, linen curtains, civil and electrical	a) Upto Rs.1 crore in each case b) Upto Rs.1 lac in each case	GM Project Manager	1. Subject to provision in Cost Sheet. 2. This is subject to Procurement & works policy. 3. Subject to

	maintenance items etc.	c) Upto Rs.10,000/- in each case	Site Resident Manager	entitlements and policy guidelines. 4. Records of items purchased giving the description of item, date of purchase, source, cost etc. are to be kept locally.
29.	Approval of purchase of stationery items including EDP consumables	Full powers  Upto Rs.10,000/- in each case	Project Manager  Site Resident Manager	Subject to provision in Cost Sheet

**NOTE:**

1. Any expenditure beyond Rs. 10,000/- will require prior financial concurrence.
2. All Expenditures incurred on this project are to be booked under separate Project code and to be transferred to Consultancy Wing on monthly/ quarterly basis by the concerned finance departments for claiming from concerned SEB / Utility/ Power Finance Corporation.
3. Delegated power shall be exercised duly observing all principles of financial propriety and in accordance with Procurement & Works policy where applicable and within the cost sheet provisions of this assignment.
4. Power delegated to an executive at a particular level can be exercised by an executive at a higher level.
5. Project Manager will be at least of the rank of Deputy General Manager and Site Resident Manager will be at least of the rank of Deputy General Manager/ Sr. Manager.
6. \* AGMs reporting to ED and above shall exercise Full Powers of GM as given in this office order in respect of their charge. Further, all AGMs shall exercise all Financial powers of GM relating to procurement and works not exceeding 75% thereof subject to the same being not less than the powers delegated to DGMs, in respect of their charge. However, the Financial powers of AGMs shall be the same as financial powers of GMs in respect of those items where the GMs have been delegated Full Powers.

**\* Modified / Added through Office Order No. 273/2008 dated 14.8.2008.**

**Office Order no.\_273/2008****DELEGATION OF POWERS FOR APDP – R&M**

In exercise of the powers vested in him vide Board Resolution dated 27<sup>th</sup> January 1999 and in partial modification of Office Order no. 219/2003 dated 24.1.2003, the Chairman & Managing Director has approved certain modifications in the powers delegated for Consultancy Services Assignments of Residual Life Assessment (RLA) and Renovation & Modernization (R&M) of thermal power plants of SEBs/GENCOs. The powers which have been modified are given in Annexure-I. Other provisions as contained in office Order no. 219/2003 shall remain same.

**(A. K. RASTOGI)**  
**Company Secretary**

**ANNEXURE-I**

**HR AND ADMINISTRATIVE POWERS TO BE EXERCISED BY THE EXECUTIVES FOR RLA / R&M ASSIGNMENTS FOR THERMAL STATIONS OF SEBs / GENCOs :**

<b>S.N.</b>	<b>SUBJECT MATTER</b>	<b>EXTENT OF POWER</b>	<b>OFFICER TO WHOM DELEGATED</b>	<b>REMARKS</b>
9.	Approval for purchase of books, technical journals, periodicals, magazines etc. subject to Budget provision and subject to entry of books in the library's accession register.	Purchase of daily Newspaper, magazines, books, periodicals upto Rs.7,500/- per annum	Site Resident Manager	Subject to provision in Cost Sheet
10.	Sanction of petty contingent expenditure	<p><b><u>1.Of recurring nature :</u></b></p> <p>Full Powers</p> <p>Upto Rs.2,500/- per case subject to an annual ceiling of Rs.25,000/- in a year</p> <p><b><u>2.Of non recurring nature:</u></b></p> <p>Full Powers</p>	<p>Project Manager</p> <p>Site Resident Manager</p> <p>Project Manager</p>	<p>Subject to provision in Cost Sheet</p> <p>Subject to</p>

S.N.	SUBJECT MATTER	EXTENT OF POWER	OFFICER TO WHOM DLEGATED	REMARKS
		Upto Rs.10,000/- in each case subject to a ceiling of Rs.50,000/- in a year	Site Resident Manager	provision in Cost Sheet
20.	Sanction of permanent recoupable imprest (ICWF)	Upto Rs.20,000/- in each case	Project Manager/Site Resident Manager	

S.N.	SUBJECT MATTER	EXTENT OF POWER	OFFICER TO WHOM DLEGATED	REMARKS
28.	Approval of purchase or hire/ lease of furniture, fittings, air coolers, air conditioners, heaters, office equipments including Personal Computers and printers, fax machines, linen curtains, civil and electrical maintenance items, etc.	a. Rs. 1 Crore  b. upto Rs. 1 lac in each case  c. upto Rs. 25,000 in each case.	GM  Project Manager  Site Resident Manager	i) Subject to provision in Cost sheet. ii) This is subject to Procurement & Works policy. iii) Subject to entitlements and policy guidelines. iv) Records of items purchased giving the description of item, date of purchase, source, cost, etc. are to be kept locally. v.) Amount to advance has been received by NTPC.

Further, following clause has been added in the note:

**NOTE:**

6. AGMs reporting to ED and above shall exercise Full Powers of GM as given in this office order in respect of their charge. Further, all AGMs shall exercise all Financial powers of GM relating to procurement and works not exceeding 75% thereof subject to the same being not less than the powers delegated to DGMs, in respect of their charge. However, the Financial powers of AGMs shall be the same as financial powers of GMs in respect of those items where the GMs have been delegated Full Powers.

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**Office Order no. 226/2003\*****\*(Modified through Office Order No.261/2006)**

**Sub: Delegation of Powers for expenditure to be incurred  
on activities related to Power Sector reforms at the request of  
Govt. of India, Ministry of Power**

In exercise of the powers vested in him vide Board resolution dated 27<sup>th</sup> January, 1999, and in partial modification of Office Order No. 218/2003 dated 1.1.2003, the Chairman & Managing Director has delegated the following powers:

Sl. No.	Nature of Items	Extent of Power				
		D(HR)	ED(HR) / ED(CC)	GM(HR)	GM(BTPS)*	GM(CC)
1.	a)To approve expenditure on printing of Books/ Booklets / Brochures/ Messages/ Letters/ Posters / Invitation Cards / Greeting Cards / Envelopes / Folders / Leaflets etc.	Full powers	Upto Rs.2 lac in each case.	Upto Rs. 1 lac in each case	-	Upto Rs.1 lac in each case
	b)To approve expenditure on photocopy (coloured / B&W) of Reports / documents etc.	Full powers	Upto Rs.2 lac in each case	Upto Rs.1 lac in each case	Upto Rs. 1 lac in each case.	Upto Rs.1 lac in each case.
2.	a)To approve expenditure for Press Conferences / Seminars / Meetings / Events / Functions / Occassions / Presentations involving expenditure on items such as :	Full powers	Upto Rs.3 lac in each case	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case
	i)Hotel / Venue Booking ii)Transport arrangement iii) Lunch /high tea/Dinner iv) Providing kits v)Flower Arrangements/ Flower decoration vi) Hiring of Audio Visual Equipments, Projection System, communication Equipments, Computers and laptop, providing tent house items for such events if organized in open space. vii). Providing backdrop and other signages. viii) Hiring of Interpreters.					
	b)To approve expenditure on mementos on events as at 2(a) above or any	Full powers	Upto Rs. 50,000/- in each case	Upto Rs.25,000/- in each	Upto Rs.25,000/- in each	Upto Rs.15,000/- in each

Sl. No.	Nature of Items	Extent of Power				
		D(HR)	ED(HR) / ED(CC)	GM(HR)	GM(BTPS)*	GM(CC)
	other event			case	case	case
3.	To approve expenditure on Exhibitions / Displays / Conventions at Delhi and Outstations.  Note: Powers delegated under this item are subject to prior administrative approval of Cost Estimate by CMD in each case.	Full powers	Upto Rs.5 lac in each case	-	Upto Rs. 1 lac in each case	Upto Rs. 1 lac in each case.
4.	To approve expenditure for: a)Production of Films on Power Sector b)Advertisement Spots of different duration on TV. c)Videography etc.  Note: Powers delegated under this item are subject to prior administrative approval of cost estimate by CMD in each case.	Full powers	Upto Rs.2 lac in each case.	-	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case
5.	To approve expenditure on: a) Industrial Photography / Profile of VVIPs b) Photography of Functions c) Photography / Blow-ups related to events	Full powers	Upto Rs.2 lac in each case	-	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case
6.	To approve expenditure for dispatch of Letters, Literature, Publications etc. through P&T / Courier/ by transport in India and Abroad	Full powers	Upto Rs.2 lac in each case	Upto Rs.1 lac in each case	Upto Rs. 1 lac in each case	Upto Rs. 1 lac in each case
7.	To approve expenditure for release of Special Supplements / Advertisements in print media on Power Sector by NTPC with or without sharing with other PSUs  Note 1: Powers delegated under this item are subject to prior administrative approval of cost estimate by CMD in each case.  Note 2: The advertisements will	Full powers	Upto Rs.2 lac in each case	-	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case

Sl. No.	Nature of Items	Extent of Power				
		D(HR)	ED(HR) / ED(CC)	GM(HR)	GM(BTPS)*	GM(CC)
	be routed through the Directorate of Audio & Visual Publicity					
8.	a)To approve procurement of items of Fixed Assets (Photocopier, Computer with the peripherals and software packages, Laptop, Air Conditioners, Water filters, Water Coolers, Office Furniture, TV, VCR / VCD, Projection system, Fax machine, Mini telephone Exchange, Paging system ) (bought out items ) for use in the Ministry of Power, Camp/other offices of VVIPs.	Full powers	Upto Rs.2 lac in each case.	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case
	<p>b)To approve procurement of items of consumable nature (Mobile phone, cordless phone, Telephone instrument, furnishings, electrical fixtures &amp; fittings) for office use in the Ministry of Power / Camp / Other offices of VVIPs.</p> <p>Note – 1: The items procured under this delegation shall be accounted for through Store Receipt voucher and issued to the concerned authority through SIV under acknowledgement from the recipient or his authorized representative. These items will be returned after its use to NTPC Stores.</p> <p>Note – 2: Powers delegated under Item 8(a) are subject to prior administrative approval of cost estimate by CMD in each case.</p>	Full powers	Upto Rs. 2 lac in each case	Upto Rs.1 lac in each case	Upto Rs.1 lac in each case	-
9.	To approve Interior / addition /alteration / renovation works in MOP	Full powers	Upto Rs.2 lac in each case	Upto Rs. 1 lac in each case	Upto Rs. 1 lac in each case	-

Sl. No.	Nature of Items	Extent of Power				GM(CC)
		D(HR)	ED(HR) / ED(CC)	GM(HR)	GM(BTPS)*	
	/ Camp or other offices of VVIPs including at outside locations.					
10.	To approve hiring of cars on regular basis and hiring of transport for specific Events /Functions / Occassions as per requirement.	Full powers	Upto Rs.2 lac in each case.	Upto Rs.1 lac in each case.	Upto Rs.1 lac in each case.	-
11.	To provide stationery and other hospitality items	Full powers	Upto Rs.2 lac in each case.	Upto Rs.1 lac in each case.	Upto Rs.1 lac in each case.	-

**General Notes:**

Note 1: "In principle" approval from the Chairman and Managing Director shall be obtained at the beginning of the year for a total amount to be spent with break up under item 1 to 11. Such approved total amount will be allocated among Corporate Communications (CC)/Admn/BTPS by D(HR) for utilization by the concerned departments or BTPS within the ceilings against respective heads.

Note 2: The works as at Sl.No. 1 to 6 would be executed through empanelled Advertisement agencies / Printers / Photographers / Film Producers / Couriers as the case may be on limited tender basis or on Rate Contracts basis where such rate contracts are available.

Note 3: AGM(CC) reporting to ED or Director (HR) shall exercise the same powers as applicable to GM(CC).

Note 4: The approval of expenses in excess of Rs.10,000/- will be subject to Finance Concurrence.

Note 5: Each case referred to in delegation shall mean each proposal. However total expenditure in a year shall be restricted to budget allocation.

Note 6: For all procurement action Works & Procurement Policy of the Corporation shall be followed.

**(A. K. BAJPAIE)**  
**Co. Secretary**

\* The powers delegated to General Manager (BTPS) through Office Order no. 226/2003 dated 19.9.2003 are withdrawn thru O/O 261/2006.



**office order no.\_261/2006**

**Treatment of expenditure incurred on activities related to Power Sector reforms at the request of Govt. of India, Ministry of Power**

The Chairman & Managing Director had, through office order no. 226 / 2003 dated 19.9.2003, delegated certain special powers to General Manager (BTPS) for approving expenditure to be incurred on activities related to Power Sector reforms at the request of Govt. of India, Ministry of Power. As BTPS has been transferred to NTPC with effect from 1.6.2006, separate powers delegated to General Manager (BTPS) for the aforesaid purpose are no longer required. Accordingly, the Chairman & Managing Director has, in exercise of the powers vested in him vide Board Resolution dated 27<sup>th</sup> January 1999 and in partial modification of the Office Order no. 226/2003 dated 19.9.2003, approved the following amendment in the aforesaid office order:

The powers delegated to General Manager (BTPS) through Office Order no. 226/2003 dated 19.9.2003 are hereby withdrawn.

**(A. K. RASTOGI)**  
**Company Secretary**

**office order no. 234/2004**

**Sub: Delegation of Powers regarding approval of cash incentives under One – Time Settlement Scheme**

In exercise of the powers vested in him vide Board resolution dated 27<sup>th</sup> January 1999 and in partial modification of Office Order No. 218/2003 dated 1.1.2003, the Chairman & Managing Director has delegated the following powers to the Regional Executive Directors:

To approve half yearly incentive due to State Electricity Boards (SEBs) under the One-Time Settlement Scheme (Scheme) during the financial years 2004-05 and 2005-06 for all the cases where the SEBs have complied with the conditions of the Scheme without committing any default.

Such approval shall be accorded by the Regional Executive Director on proposal of Regional Commercial Department duly concurred by the Regional Finance Department subject to the following procedure:

A communication on incentive so approved for each SEB shall be sent to Corporate Commercial Department for information along with approved note to facilitate remittance of amount by Corporate Finance Department, if necessary.

Note: Where there are specific deviations in compliance with the conditions of One-Time Settlement Scheme but Regional Headquarter considers it appropriate to pass the incentive even to such an SEB, the proposal would be forwarded by Regional Office to Corporate Commercial Department along with justification and with recommendations of the Regional Executive Director for obtaining approval of the Chairman & Managing Director.

**(A. K. BAJPAIE)**  
**Co. Secretary**

Ref. No. 01:SEC:D:5

Date : 23.8.2004

**Office Order no. 235/2004**

**Sub: Delegation of Powers to GM (Commercial) for payment of fees to CERC**

In supersession of Office Order 190/99 dated 22/09/99 and in exercise of the powers vested in him vide Board resolution dated 27<sup>th</sup> January 1999, the Chairman & Managing Director has authorised GM (Commercial) to approve payment of prescribed fees towards filing petitions to Central Electricity Regulatory Commission under the Electricity Act, 2003. Such approval shall be accorded by GM (Commercial) on case to case basis after administrative approval of the competent authority has been obtained for filing the petition/application.

**(A. K. BAJPAIE)**  
**Co. Secretary**

**office order no.\_267/2007**

**Delegation of Powers in the area of Corporate Communication- Withdrawal of  
Office Order No. 240/2005**

The Chairman & Managing Director had, through Office Order no. 240 / 2005 dated 18.4.2005, authorised Executive Director (HR) in charge of Corporate Communication to exercise the powers of Director (HR) pertaining to Corporate Communication as contained in Office Order No.126/94 dated 5.5.94, till further orders.

The matter has now been reviewed and the Chairman & Managing Director has, in exercise of the powers vested in him vide Board Resolution dated 27<sup>th</sup> January 1999, accorded approval to withdrawal of Office Order no. 240 / 2005 dated 18.4.2005, thereby restoring the powers exercisable by Director (HR) as contained in Office Order No. 126/94 dated 5.5.1994 to Director (HR).

**(A. K. RASTOGI)**  
**Company Secretary**

**office order no.: 277/2009**

**Delegation of Powers for Energy Technologies**

In exercise of the powers vested in him vide Board Resolution dated 27th January 1999, the Chairman & Managing Director has approved the following interim scheme of Delegation of Power for Energy Technology (ET) Department, pending finalization of System & Procedures:

1. A Group of Directors comprising functional directors, duly authorized by the Board of Directors, shall be constituted for identification of pilot projects / Demonstration Plants to be undertaken by the ET Dept.
2. After identification of the pilot projects / Demonstration Plants, ET Dept. shall use Section –I and II of the existing DOP for expenditure pertaining to construction phase and operation phase respectively.
3. For functions similar to those carried out by R&D Dept., ET Department shall use Section-III of DOP.
4. For administrative & miscellaneous matters, the ET Department shall use Section VB of the Delegation of Power.
5. Head of ET (not below the rank of GM) may exercise powers of ED.
6. Where the subject matter is beyond the powers of ED, it may be approved by the Director in- charge of ET [with concurrence of ED (Fin.)] or CMD, as may be decided by the competent authority.
7. The award of contracts for housekeeping, security, horticulture, building maintenance etc. shall be processed through HR-Procurement & Contracts departments.
8. Suitable allocation of funds for unidentified projects to be undertaken during the year shall be made in the budget.

**(A. K. RASTOGI)**  
**Company Secretary**

**Office Order no.- 299/2011**

**Clarification: Section-I of DOP - Remark 11 & Remark 19**

General Note 11 of Section-I issued vide office order no. 297/2011 dated 18.07.2011 provides as follows:

Whenever a Project is headed by an executive occupying a level which is one level lower than that sanctioned for the Head of that project, such Head of project shall exercise the power of such higher level post which, though sanctioned, has not been filled up.

Further, General Note 19 of revised Section-I issued vide office order no. 297/2011 provides as follows:

Powers of Executive Director are to be exercised by Head of Region irrespective of level. Powers of GM are to be exercised by Heads of Projects / Stations irrespective of level or by General Managers at Corporate Centre for their respective functions. Executive Directors posted at Project / Station shall exercise the powers of General Managers.

Certain clarifications have been sought as to the powers to be exercised by projects headed by DGMs. It is hereby clarified that

- a) Powers of GM are to be exercised by Heads of Projects / Stations (not below the rank of AGM) provided there is a sanctioned post of GM in that Project / Station. Executive Directors, if posted at Project / Station, shall exercise the powers of General Managers.
- b) In Projects/Stations headed by Executive Director/ GM (I/c), the powers of General Manager shall be exercised only by the Head of Project/Station and other General Managers posted in such Project/Station shall exercise the powers of AGM.
- c) Executives at the level of DGM or below heading any Project/ Station shall not exercise the Powers of GM. Such DGM shall exercise powers of AGM, if there is sanctioned post of AGM.

**(A. K. RASTOGI)**  
**Company Secretary**

**Office Order no.: 300/2011**

**Sub: Clarification regarding office order no.298/2011**

With approval of Competent Authority, Office order No. 298/2011 dated 04.08.2011 was issued regarding sanction of expenditure on official hospitality. In view of various clarifications sought from the Company Secretariat, it is hereby clarified as follows:

1. If any executive has already exhausted his financial limit of expenditure on official hospitality before issue of office order no. 298/2011 dated 04.08.2011, sanction of additional expenditure shall be only with approval of competent authority.
2. No bill for official hospitality shall be claimed under Contingent Expenditure.
3. CEOs of Subsidiaries/ JVs shall exercise "Full powers".
4. Departmental Head at the level of GM reporting to Director shall also have powers to sanction expenditure on official entertainment upto Rs.20,000/- p.a. under Section-VB and expenditure beyond this limit is required to be approved by Director.

**(A. K. RASTOGI)**  
**Company Secretary**

**Office Order No. : 312/ 2012**

**Sub: Delegation of Power for Siddhirganj O&M Assignment**

In exercise of the powers vested in him vide Board Resolution dated 31st January 2011, the Chairman & Managing Director has approved a scheme of Delegation of Power for O&M service Contract for Siddhirganj Peaking Power Plant, Bangladesh. Details of Scheme of Delegation of Power for Siddhirganj O&M assignment is enclosed as Annexure-I.

**(A. K. RASTOGI)**  
**Company Secretary**



SI No	Subject Matter	Extent of Power	Officer to whom delegated	Remarks
1	Sanction of expenditure on entertainment and hospitality during project execution.	Full Powers	Dir.(Comml)	Subject to Provision in Cost Sheet and Resource allocation
2	Power to execute legal documents in respect of all activities during execution of the approved contract	Full Powers	Dir. (Comml)	Wherever necessary legal advice to be obtained.
3	(a) Sanction of permanent recoupable imprest of employees	Full Powers	Dir. (Comml)	In consultation with Finance
	(b) Sanction of advances to Employees for incurring petty contingent expenditure/ local purchases, expenditure on official meetings, etc. after competent authority has approved expenditure in principle.	Full Powers	Dir. (Comml)	In consultation with Finance
4	Sanction of hire of Conveyance on contract basis during project execution	Full Powers	Dir. (Comml)	Subject to Provision in Cost Sheet/Resource allocation
5	Sanction for installation of Telephones, fax, email internet in office/ transit camp	Full Powers	Dir. (Comml)	Subject to Provision in Cost Sheet/Resource allocation
6	a) Leasing/Hiring of office/residential accommodation/transit camp etc during project execution  b) Sanction of advance rent upto six months to landlord in respect of residential accommodation leased for employees of the company to be adjusted in first 6/12 months.  c) Signing of lease agreements for hiring of residential/office accommodation/transit camp/ (In consultation with Law Department)	Full Powers in foreign currency  Full Powers in foreign currency  Full Power	Dir. (Comml)  Dir. (Comml)  Proj. Manager	<b>For 6 (a) &amp; (b)</b>  Subject to Provision in Cost Sheet/resource allocation  In consultation with Finance
7	Procurement of Insurance Policies (Third party. Prof. Indemnity etc)	Full power in foreign currency	Dir. (Comml)	Subject to Provision in Cost Sheet/resource allocation  In consultation with Finance
8	Hiring services of Legal/Tax consultant at Bangladesh	Full power in foreign currency	Dir. (Comml)	Subject to Provision in Cost Sheet/resource allocation  In consultation with Finance

Note: It shall be ensured by Consultancy Wing that the expenditure incurred are within the resource allocated as per the cost sheet for this Project.

**Office Order No.: 313/ 2012****Sub: Delegation of Powers to Executives of the Company consequent upon De-layering of Organization & re-designation of Executives**

Corporate HR had issued IOM dated 12.06.2012 on the subject of De-Layering of Organization Hierarchy. Further, Corporate HR vide Circular No 710/2012 dated 21.08.2012 has re-designated Executives of the Company.

Consequent upon de-layering and re-designation, the Competent Authority has decided that the executives in new designation/grades shall continue to exercise powers as delegated to their corresponding grades/ designation before re-designation/de-layering as under:

Pre-revised Grades	Revised Grade	New Designation	Powers to be exercised under DOP of the Level
E-1	E-1	Engg./ Officer	E-1
E-2	E-2	ET / Asst. Manager	E-2
E2A			
E-3	E-3	Dy. Manager/ Dy. Supdt.	E-3
E-4	E-4	Manager/ Supdt.	E-4
E-5	E-5	Sr. Manager/ Sr. Supdt.	E-5
E-6	E-6	DGM	E-6
E-7	E-7	AGM (Post re-designation)	E-7
E-7A		AGM (Pre re-designation)	E-7A
E-8	E-8	GM	E-8
E-9	E-9	ED	E-9

It may be noted that entitlements shall be governed by Corporate HR IOM in this respect.

**(A. K. RASTOGI)**  
**Company Secretary**

Ref. No. 01:SEC:D:5

Date: 6/12/2013

**office order no.: 319/2013**

**Sub: Relaxation in Constitution of Tender Committee for Corporate Infrastructure group**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has, as a special case, granted relaxation to the Infrastructure Development Group for nomination of executive in the level of E 7 (AGM) in place of E8/E7A level officer in Tender Committee in cases which require approval of Committee of Functional Directors/ Contracts Sub- Committee till posting of regular E7A level executive in Infrastructure Development Group.

However, there shall not be any relaxation in level of authority approving nomination of Tender Committee and approval of Tender Committee.

**(A. K. RASTOGI)**  
**Company Secretary**

Ref. No. 01:SEC:D:5

Date: 31/10/2014

**Office Order No. 328/ 2014**

**Sub: Delegation of Power for construction of toilets in Schools by NTPC under CSR under Swatchh Bharat Abhiyan of Govt. of India**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has permitted use of Section-I of DOP i.e. Delegation of Powers applicable to Pre-Investment activities for setting up new/expansion projects and construction stage of approved projects/schemes, in respect of all activities associated with construction of toilets in Schools by NTPC under CSR under Swatchh Bharat Abhiyan of Govt. of India.

**(A. K. Rastogi)**  
**Company Secretary**

Ref. No. 01:SEC:D:5

Date: 3/12/2014

**Office Order No. 330/ 2014**

**Sub: Delegation of Power in respect of Owners' Engineer Consultancy  
Assignment of Trincomalee Power Company Ltd. (TPCL) , Sri Lanka**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has delegated full powers to Director (Commercial) for approving all expenditures/ advances, in foreign currency, in respect of Owners' Engineer Consultancy Assignment of TPCL, subject to limit mentioned in Resource Allocation Sheet.

However, the expenditure in India in INR under this assignment shall be governed as per the provisions of existing DOP i.e Office Order no. 216/02, as amended from time to time.

**(A. K. Rastogi)  
Company Secretary**

Ref. No. 01:SEC:D:5

Date: 12.6.2015

**Office Order No. 334/ 2015**

**Sub: Delegation of Power for execution of RGGVY project works**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has approved that Powers of Section-I of the scheme of Delegation of Powers will be exercised for awarding, executing and managing post award activities of projects of Rajiv Gandhi Grameen Vidyutikaran(RGGVY)/Deendayal Upadhyaya Gram Jyoti Yojna (DDUGJY) provided that fund required for projects has been sanctioned by respective State Govt./REC.

**(A. K. Rastogi)**  
**Company Secretary**

Ref. No. 01:SEC:D:5

Date: 23.6.2015

**Office Order No. 335/ 2015**

**Sub: Relaxation in Constitution of Tender Committee AND OTHER COMMITTEES**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has authorised Regional Executive Directors to nominate executives at one level lower than the requisite level in Tender Committees and other Committees where executive of the requisite level is not available in regional offices or projects/ stations under them.

However, there shall not be any relaxation in level of authority approving nomination of Tender Committee and approval of Tender Committee.

**(A. K. RASTOGI)**  
**Company Secretary**

Ref. No. 01:SEC:D:5

Date: 23.7.2015

**Office Order No. 338/ 2015**

**Sub: Delegation of Special Powers for Barh STPP Stage-I (3x660MW)**

Need has been felt for expeditious completion of Barh Super Thermal Power Project Stage-I(3x660MW). Accordingly, in exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has delegated the following special powers for Barh Super Thermal Power Project Stage-I (3x660MW) only:

Nature of Power	RED	GGM
Calling of tenders for Works, Plants & Machinery and Tools & Plants through Limited Tender Enquiry (LTE)	Upto Rs. 20 Crore	Upto Rs. 10 Crore
Approval of award of contracts for Works, Plants & Machinery and Tools & Plants through LTE	Upto Rs. 20 Crore	Upto Rs. 10 Crore

**(A. K. RASTOGI)**  
**Company Secretary**



Ref. No. 01:SEC:D:5

Date: 22.3.2016

**Office Order No. 348/2016**

**Sub: Amendment in DOP regarding Day Work Schedule**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has approved the following clarification:

In case of Contracts awarded by Corporate Centre, prior to issuance of this office order, any variation in Quantities occurring during post award in respect of 'Day Work Schedule' items not included in the Contract Price, shall be dealt with in accordance with clause 11.1(a) and 11.2(a) of Section-I of DOP.

In future Contracts, the 'Day Work Schedule' items shall be included as part of Contract Price and any variation shall be dealt with in accordance with clause 11.1(a) and 11.2(a) of Section-I of DOP.

**(A. K. RASTOGI)**  
**Company Secretary**

Ref. No. 01:SEC:D:5

Date:17.1.2017

**office order no. 356/2017**

**Sub: Delegation of Power relating to Fuel Management**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has approved the Delegation of Powers relating to Fuel Management as appearing in Annex-I. Accordingly, the same shall be applicable with immediate effect.

**(A. K. Rastogi)**  
**Company Secretary**

**A. Delegation of Power regarding FSA – MoU, E-auction coal, Swapping, Dispute resolution**

S.NO	Subject Matter	Officer authorized to exercise powers	Extent of Power Delegated
1.	Approval for negotiations of FSAs/ MoU/ Prices for MoU coal with CIL subsidiaries & SCCL	Director (Operations)	Full Powers
2.	Approval for Bank Guarantee(BG) in favour of the coal company and BG amount under FSA and MoU and extension thereof as per requirement	ED (FM)	Full Powers
3.	Advance payment to the coal companies for quantities in excess of ACQ under FSA	Head of Project	Full Powers
4.	Diversion of coal from one station to other under provisions of FSA	ED(FM)  RED for diversion of coal within the region	Full Powers  Full Powers
5.	Acceptance/ Surrender of imported coal under FSA with CIL on annual basis	Director (Operations) In consultation with Finance (ICWF)	Full Powers
6.	Distribution of coal quantities among different NTPC stations under Bilateral MoU	ED (FM)	Full Powers
7.	Approval for participating in e-auctions	Committee of members (E7 & above) from CC-FM, CC&M & CC-Fin. approved by Director (Operations)	Full Powers
8.	Finalization of price band prior to e-auctions	Director (Operations) with concurrence of ED (Finance)	Full Powers
9.	Registration with service provider, signing of affidavit on behalf of NTPC, etc with regard to e-auction,	ED (FM)	Full Powers
10.	Distribution of quantities under e-auction	ED (FM)	Full Powers

**Notes:**

- i. Coal companies: CIL subsidiaries/ SCCL and other Govt coal companies
- ii. Model FSA :Notified price/Cost Plus/Tapering linkage/any other variant model proposed by CIL/SCCL/coal company / MoU/Swapping Agreements. These are approved by the Board.
- iii. Powers delegated to an executive at a particular level can be exercised by an executive at higher level.

**Annex-I to office Order No. 356/2017**

**B. Delegation of Powers for Imported Coal Contract Packages**

S.NO.	Subject matter	Officer authorized to exercise powers	Extent of Power Delegated
1.	Package wise and station wise imported coal quantity finalization and scheduling	ED (FM)	Full powers
2.	Re-allocation of imported coal quantity among stations within an awarded package with or without change in delivery period and without change in contract package quantity	RED (in case contract caters to one region only)	Full powers
		ED(FM) with concurrence of respective REDs in case of contracts catering to projects covered in more than one region	Full Powers
3.	Extension in contract completion period	RED (in case contract caters to one region only)	Full powers
		ED(FM) with concurrence of respective REDs in case of contracts catering to projects covered in more than one region	Full Powers

Remarks to SI No 3: -- Provisional extension in completion period may be granted without prejudice to right to levy LD

4.	Reduction / Waiver of LD	RED	Full powers
5.	Variation in package quantity within contractual provision	Director (Operations)	Full powers

**Annex-I to office Order No. 356/2017**

The powers for cancellation / termination of the Contract either in part or in full, as the case may be, shall be as follows:

Sl. No.	Subject	Competent Authority to approve cancellation/ termination of Contract	Authority to Sign	Remarks
I.	Cases where the approving authority for award of contract is Committee of Functional Directors for Contracts / sub-committee of the Board / Board of Directors	CMD	Not below the level of Sr. Manager	The proposal for cancellation / termination of the contract shall be put up to the CMD through ED (CC&M ), Director (Operations), and Director ( Finance ) .
II.	Cases where the approving authority for award of contract is Directors/ CMD	ED(CC&M)	Not below the level of Manager	

**Annex-I to office Order No. 356/2017**

### C. Delegation of Powers for Gas/RLNG Sourcing

S.NO.	Subject matter	Officer authorized to exercise powers	Extent of Power Delegated
1	<p>Tie up of Spot RLNG</p> <p>(a) Spot RLNG through Limited Tender Enquiry from empanelled PSUs</p> <p>(b) Through Single Offer from PSUs (viz. GAIL/ IOCL/ BPCL/ GSPC)</p>	<p>Director (Operations)</p> <p>Director (Operations)</p>	<p>Full Powers</p> <p>Full Powers</p>

Ref. No. 01:SEC:D:5(A)

Date: June 1<sup>st</sup>, 2017

**Office order no. 360/2017**

**Sub: Delegation of Powers for Sab Ka Saath Sab Ka Vikas Sammelan**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011, the Chairman & Managing Director has delegated full powers to Regional Executive Directors/ Business Unit Heads for calling of tenders and award of work relating to the "Sab Ka Saath Sab Ka Vikas Sammelan" subject to budget provisions.

This issues with the approval of competent authority.

**(K P GUPTA)**  
**Company Secretary**

Ref. No. 01:SEC:D:5A

Date: 28/12/2017

**Office Order No. 373/ 2017**

**Sub: Delegation of Powers to Director (Commercial) under Section –IV of the  
DOP**

In exercise of the powers vested in him vide Board Resolution dated 31<sup>st</sup> January 2011 and in view of delegation of additional charge of Director (Finance) to Director (HR), the Chairman & Managing Director has approved of following delegation under Section IV of DOP as an interim arrangement:

“In all cases, where the concerned functional Director is Director (Finance), approval for award of contracts having value beyond ED’s power and upto Rs. 100 crore shall be accorded by Director (HR) and Director (Commercial) till further order.”

**(K.P.Gupta)**  
**Company Secretary**

## **CLARIFICATIONS**



Ref. No. 01:SEC:D:5  
Dated : 4.9.1996

**Sub.: Procedure for Modification of Delegation of Power**

It has been observed that certain departments are obtaining CMD's approval on proposals for modification of Delegation of Power directly without involving Co. Sectt. at the processing stage, thereby bypassing the procedure given in the DOP. This gives rise to incomplete processing of proposals in some instances and causes confusion.

The procedure for modification of DOP is set out in Office Order No. 70/89 dated 19.1.89. It states that proposals for modification of DOP alongwith justification and comments of local Finance should be forwarded through the concerned HOD and GM to Co. Sectt. for the purpose of approval of competent authority and issuance of formal order.

It is therefore requested that the prescribed procedure for modification of DOP should be followed in all cases.

**(C.P. JAIN)**  
**DIRECTOR (FINANCE)**

Ref. No. 01:SEC:D:5 (C)

1st September, 2000

**Sub.: Distribution of Office Orders containing Delegation of Powers.**

Office orders regarding Delegation of Powers are circulated by Co. Sectt. to all Directors, CVO, EDs, GMs and AGMs / DGMs heading Projects/Offices. Besides copies of Office Orders are also circulated to those Heads of Departments at Corporate Centre who are reporting directly to Directors.

A number of requests have been received for distribution of these office orders to executives at the level of Managers and Senior Managers.

It is requested that copies of Office Orders, if deemed necessary, may be circulated to Managers/Senior Managers of various Departments under your control.

**(A.K. BAJPAIE)**  
**Co. Secretary**

**Sub.: Exercise of powers of Regional ED by ED (Hydro Region)**

An office order no. 01/HR/IE/230 dated 14.6.2002 was issued by Corporate HR giving detailed organization chart and reporting structure for Hydro Group. This order also laid down that ED(Hydro) would exercise the powers of Regional ED.

As some doubts have arisen regarding exercise of powers of Regional ED in the area of transfers by ED(Hydro Region), with the approval of Chairman & Managing Director it is hereby clarified that ED(Hydro Region) is authorized to exercise the powers of Regional ED as per Delegation of Powers in all areas including that relating to transfers within Hydro Region Headquarter and all the projects in Hydro Region.

**(A.K. BAJPAIE)**  
**Co. Secretary**

Ref. No.: 01:SEC:D:S  
Dated:28.3.2017

**CIRCULAR**

**Sub: Procedure for approval on various Proposals using Delegation of Power (DOP)**

It has been observed that certain departments/projects are moving proposals for approval without quoting the relevant Delegation of Power (DOP) Section/Clause causing confusion as to who is the competent authority.

Moreover, some departments/projects are sending proposals for CMD's approval without quoting the reasons for doing so.

It is, therefore requested that whenever a proposal is moved, the note should clearly specify as to who is the competent authority for approval quoting the relevant DOP Section & clause.

Further, proposals need to be put up for CMD's approval only in those cases where:

- a) Power has not been delegated by CMD.
- b) Approval of CMD is required under law
- c) Approval of CMD is required due to delegated Powers by Board of

Directors.

This is issued with the approval of competent authority.

**(K P Gupta)**  
**Co. Secretary**

**LIST OF ORDERS INCORPORATING  
DELEGATION TO SPECIFIED EXECUTIVES  
FOR LIMITED PERIOD/PURPOSE**

## NOTE

From time to time delegation has been made in favour of specified individuals for limited period/purpose. Since these orders are not to general interest, they have not been published in this edition of Delegation of Powers. However, for ease of reference, a list of such orders is given below:

S.No.	Subject Matter	Order No.	Date
	Specific delegation for Limited period/purpose		
1	Delegation of Powers to Sr. Mgr, (CP)	74/89	12/09/89
2	Delegation of Powers to Project Manager (SR) for sanction of Tours within India, advances of T.A. and countersigning of T.A. claims	76/89	18/10/89
3	Delegation of Powers to Shri N.K. Bhandari, Dy. Mgr. (Fin.), Anta Gas Power Project	79/90	04/01/90
4	Delegation of Powers to DGM (ANGPP) & DGM (AuGPP)	80/90	04/01/90
5	Delegation of Powers to DGM (KGPP)	81/90	15/01/90
6	Delegation of Powers to Shri J.S.K. Aggarwal, Manager (FE), Singrauli STPP	82/90	23/01/90
7	Delegation of Powers of GM to Shri B.N. Ojha, AGM (BTPS)	85/90	16/02/90
8	Delegation of Powers of Sr. Manager to Sh. H.S. Binopal, Mgr. (Vigilance)	89/90	16/05/90
9	Delegation of Powers of Executive Director to Shri C.N. Swamy, GM Incharge (Engg.)	95/90	17/07/90
10	Delegation of Powers of DGM (Fin.) to Sr. Mgr. (Fin.) SSTPP	100/91	04/02/91
11	Delegation of Powers of DGM (Fin.) to Chief Finance Manager RSTPP	101/91	22/03/91
12	Delegation of Powers to DGM (Gandhar GPP)	108/92	10/07/92
13	Delegation of Powers to sanction medical advance to Directors and ED (P&A) at Corporate Centre	112/92	10/09/92
14	Delegation of Powers to Shri M.R. Das, Chief Materials Manager, Farakka STPP	114/92	21/09/92
15	Delegation of Powers of GM to Shri V.K. Srivastava, DGM (Incharge), BTPS	116/93	04/02/93
16	Delegation of Powers of DGM (Materials) to Shri V.K. Verma, Chief Materials Managers, RhSTPP	119/93	11/10/93
17	Delegation of Admn. Powers of GM (P&A) to GM (Admn.) NOIDA	125/94	02/05/94
18	Delegation of Powers to DGM (KGPP)	128/94	08/12/94
19	Delegation of Powers of GM (Finance) to AGM (Finance) and AGM (Accounts)	130/94	21/12/94
20	Delegation of Powers to AGM (I/C) NCPP	133/95	31/01/95
21	Delegation of Powers to DGM (I/C) AuGPP	134/95	12/04/95
22	Delegation of Powers to Sh. R.C. Shrivastava, DGM (I/C) AnGPP	135/95	09/05/95
23	Delegation of Powers to Sh. K. Anandswamy, AGM (I/C), KhSTPP	136/95	09/05/95
24	Delegation of Powers to Sh. R.D. Gupta AGM, RhSTPP	137/95	19/05/95
25	Delegation of Powers to Sh. K. Prakasa Rao, DGM (I/C), TTPS	138/95	12/06/95
26	Delegation of Powers to Sh. K.V. Rao, DGM (I/C) KhSTPP	139/95	09/08/95
27	Delegation of Powers to Sh. K.V. Vishwanathan, Mgr. I/C (Fin. Estt.) SCOPE,	140/95	09/08/95
28	Delegation of Power of ED (Finance) to S/Shri P. Narasimharamulu, GM (Fin.) and R.P. Verma, GM (F&A)	143/96	03/05/96
29	Delegation of Powers to Sh. D.C. Mishra, Additional General Manager (Contract Services)	144/96	07/06/96
30	Delegation of Powers to Sh. R. S. Sharma, Additional General Manager, RhSTPP	145/96	24/07/96
31	Delegation of Powers to Sh. R. D. Gupta, Additional General Manager, BTPS	146/96	24/07/96
32	Delegation of Powers of ED (P&A) to Sh. K.K. Sinha, GM (P&A)	149/96	13/11/96
33	Delegation of Powers of Executive Director to Sh. S.R. Khaneja, GM (WRHQ)	150/96	20/11/96

S.No.	Subject Matter	Order No.	Date
34	Delegation of Powers of General Manager to Sh. S.D. Deshpande, AGM (I/C), SSTPS	151/96	20/11/96
35	Delegation of Powers of General Manager to Sh. R.C. Shrivastava, AGM (I/C), KhSTPP	152/96	28/11/96
36	Delegation of Powers of DGM (Admn.) to Sh. S. Jaishankar, Sr. Mgr. (Admn.) CC	154/97	14/02/97
37	Delegation of Powers of General Manager to Sh. K.K. George, AGM (I/C), KyCCPP	156/97	04/03/97
38	Delegation of Powers of AGM relating to Procurement and Works to Sh. P.K. Basu, DGM (CM)- In Charge	157/97	31/03/97
39	Delegation of Powers of AGM to Sh. A.C. Ray, DGM (I/C) Simhadri TPP	161/97	29/08/97
40	Delegation of Powers of AGM to Sh. K.B. Dubey, DGM (I/C) Faridabad GPP	162/97	29/08/97
41	Delegation of Powers of GM (Proj. Engg.) to Sh. Chandan Roy, AGM(PE), CC	165/97	11/11/97
42	Delegation of Powers of ED (P&A) to Sh. A. Mojumdar, GM (P&A)	166/98	22/1/98
43	Delegation of enhanced Powers DGM (Law)	168/98	17/2/98
44	Delegation of Powers of DGM (Admn.) to Sh. A.K. Bhatnagar, Sr. Mgr. (Admn.)	173/98	10/9/98
45	Delegation of Powers of GM to Sh. A.K. Lodge, AGM (I/c), Kayamkulam	176/98	2/11/98
46	Delegation of Powers of GM to AGM (Mumbai)	191/99	17/12/99
47	Delegation of Powers of GM to AGM (Gandhar)	192/99	17/12/99
48	Delegation of Powers of AGM to Sh. I.B. Pandey, DGM (I/c), Tanda	193/00	25/2/00
49	Delegation of Powers of Director (Personnel) for activities pertaining to Corporate Communication to Director (Commercial) and delegation of powers of AGM (PR) to Sh. P.D. Hindwan, DGM (PR)	194/00	2/3/00
50	Delegation of Powers of GM to Sh. I.B. Pandey, DGM (I/c), Tanda	195/00	29/6/00
51	Delegation of Powers of ED (HR) to Sh. R.K. Rustagi, GM (HR)	205/01	18/7/01
52	Delegation of Powers for Award of Consultancy Contract for ISO related activity	01/HR/SG/ISO	10/5/02
53	Delegation of Powers of ED (PMI) to Shri Swatantra Kumar, GM (HR-Services)	221/2003	15/4/2003
54	Delegation of Powers of Executive Director (Engg.) to Shri K.Prakasa Rao, GM (In charge), Engg.	231/2003	15/12/2003
55	Delegation of Powers of Executive Director to Shri L.D. Gupta, General Manager (In charge), Consultany Wing & Joint Venture Cell	237/2004	24/12/2004
56	Delegation of Powers of Executive Director to Shri S. P. Singh, General Manager (I/c) – CC&M	239/2005	07/03/2005
57	Delegation of Powers of Director (HR) to Shri G.K. Agarwal ED (HR&PMI) as an interim arrangement	245/2005	28/07/2005
58	Delegation of Powers to Shri G.K. Aggarwal ED (HR& PMI) i.r.o. proposals requiring approvals of D(HR)	246/2005	22/8/2005
59	DOP to ED (SR) & Head of Project Rajiv Gandhi CCPP, for augmentation of Diesel generation capacity in Union Territory of Lakshadweep	248/2005	12/9/2005
60	Delegation of Powers of Director (HR) to Shri G.K. Agarwal ED (HR&PMI) as an interim arrangement	252/2005	19/12/2005
61	Delegation of Powers to ED (SR) for augmentation of power in Andaman & Nicobar Islands by setting up Diesel Generation Projects	254/2006	30/1/2006

62 Delegation of Powers to ED (CM&CW)	255/2006	28/2/2006
63 Delegation of Powers of ED (HR) to Shri Swatantra Kumar, GM (I/c-HR)	257/2006	3/4/2006
64 Delegation of Powers of ED (F) to Shri K. Siva Kumar, GM (I/c), Finance	272/2008	2/7/2008
65 DOP to Singh, AGM (O&M)	279/2009	27/5/2009
66 DOP of RED (Hydro) to Shri Arvind Kumar, GM (I/c) – Hydro	281/2009	3/9/2009
67 Delegation of Powers of D (HR) to Shri N.N. Misra, ED (HR&ER) as on interim arrangement	286/2010	1/7/2010
68 Delegation of Powers of D (HR) to Shri N.N. Misra, ED (HR&ER) in the area of Complete Communication as on interim arrangement	287/2010	1/7/2010
69 Delegation of Powers of ED to Shri A.K. Sharma, GM (I/c) –CW	290/2010	9/12/2010
70 Delegation of Powers of ED (F) to GM (F) during the period 15.06.2011 to 01.07.2011	294/2011	15/6/2011
71 Delegation of Powers to RED (CA & ED to CMD) in the area of corporate communication	295/2011	4/7/2011
72 Delegation of Power of Executive Director (Finance) to Shri G.K. Sadhu, General Manager (I/C – Finance)	302/2011	31/10/2011
73 DOP of Executive Director (Engg.) to Shri A.K. Gupta GM (PE – THERMAL)	309/2012	13/8/2012
74 DOP of Executive Director (Engg.) / ED (HYDRO Engg.) to Shri Ajit Kumar, GM (PE – NUCLEAR/ HYDRO 2 other)	310/2012	13/8/2012
75 DOP of ED (CC&M) to Shri A.K. Chatterjee GM I/c (CC&M) & GM (CA)	311/2012	13/8/2012
76 DOP of ED (CC&M) to Shri A.K. Chatterjee, GM (I/c – CC&M)	315/2012	21/9/2012
77 DOP of ED (HR) to Shri B. Mukherjee, GM (HR) I/c	316/2013	4/3/2013
78 Delegation of Power of RED to Shri R.S. Rathee, General Manager Coal Mining Group.	322/2014	23/6/2014
79 Delegation of Power to Sh. J.S. Modhi Senior Manager, Bongaigaon	323/2014	27/6/2014
80 Authority for opening/Inviting of Price Bids (Reversed vide Office order 342/2015 dated 16/9/2015)	336/2015	14/7/2015
<del>81 Tender Committee composition for Thermal Power Projects (Modified vide Office order 340/2015 dated 30/7/2015)</del>	<del>337/2015</del>	<del>16/7/2015</del>
82 Delegation of Special Powers to Shri C.V Rao, GM (IT)	349/2016	22/3/2016
83 Delegation of Powers of ED (CC&M) to GM (CC&M) -I/c	351/2016	6/6/2016
84 Delegation of Special Powers to Shri P Purkayastha-GM-I/c (CP)	353/2016	10/11/2016
85 Delegation of Power of ED to GM-I/c (RE & Nuclear)	354/2016	11/11/2016
86 Delegation of Powers to Shri KRC Murty, ED (VSTPS/SSTPS/Rihnad)	359/2017	11/5/2017
87 Delegation of Powers to ED (V/S/R)	366/2017	18/9/2017
88 Delegation of Powers to ED to GM-I/C (Consultancy)	367/2017	27.09.2017
89 Delegation of Special Powers to Shri Mohit Bhargava, GM (CP)	368/2017	13.10.2017
90 Sanction of Expenditure on official hospitality for CC&M Deptt.	304/2013	06.01.2013
91 Clarification regarding DOP in the area of corporate communication	317/2013	05.07.2013
92 Delegation of Powers in the area of corporate communication (Sh S N Ganguly)	325/2014	4.9.2014
93 Delegation of Power consequent upon Restructuring of Renewable Energy Business in NTPC Limited (Sh S.Raina)	332/2015	05.02.2015
94 Delegation of Power to Director (Commercial) under Section-IV of DOP	373/2017	28.12.2017
95 Delegation of Powers to ED (NR) and GM (Tanda) for R&M Activities of Tanda Project	206/2001	1.8.2001



96 Delegation of Powers for Procurement of Secondary Fuel	220/2003	24.2.2003
97 System of obtaining clearance for various works and procurement contracts at Sipat Project	241/2005	23.5.2005
98 Delegation of Powers to Executive Director (Southern Region) and Head of Project Rajiv Gandhi CCPP for augmentation of Diesel Generation capacity in the Union Territory of Lakshadweep	248/2005	12.9.2005
99 Delegation of Powers to Executive Director (Southern Region) for augmentation of power in Andaman & Nicobar Islands by setting up Diesel Generation projects	254/2006	30.1.2006
100 Delegation of Powers during absence of General Managers for attending training programme	280/2009	8.7.2009

In case, a copy of any of the above orders is required, the same may be obtained from Co. Sectt. Deptt. in Corporate Centre.