

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
	(1) WORKS CHARGEABLE TO CAPITAL/REVENUE HEADS OF ACCOUNTS			
1 (a)	To convey administrative approval for capital expenditure on works other than residential buildings forming part of a project specifically approved by the Nigam	WTDs CE	Full powers 5 Crore	Subject to the condition that sanction accorded by CE does not result in excess over the provision of the Project estimate for the relevant sub-head. Copies of all such administrative approval granted by the CEs will be brought to the notice of concerned Director.
1 (b)	To convey administrative approval for capital expenditure on new transmission works and augmentation works of 33KV including residential buildings and allied civil works required to be constructed as per norms for new sub-substations but excluding all other buildings.	WTDs CE/PD&C	Full Powers 2.0 Crore	In respect of works technically approved for execution by the Director (Project)
2	To convey administrative approval for capital expenditure on works of a project including residential / non residential buildings not forming part of a project estimate approved by the Nigam.	WTDs CE. SE XEN	Full Powers 15 Lac 2 Lac in each case 1 Lac in each case	Subject to budget provision.
3	To convey administrative approval for capital expenditure on works for the purchase of land for construction of 33 KV Sub/Stn., office and residences etc,	WTDs	Full Power	Subject to the condition that the rate will be as per collector rate.
4	To convey the administrative approval for capital expenditure on minor works of existing residential/non-residential buildings to meet the requirements.	WTDs CE SE XEN	Full powers 1 Lac 0.5 Lac 20,000/-	Such powers will not be exercised for providing additional rooms to extend buildings in contravention of the latest approved type design
5 (a)	To convey administrative approval for capital expenditure on works for laying of new industrial, non domestic, domestic, agriculture, group of connections, any other type of connections and allied works.	CE SE XEN AE / AEE	Full Power 30 Lac 15 Lac 2 Lac	Provided that :- i) Expenditure is met from within the Budget provision under the major / minor head concerned. ii) The works are of productive nature and financially justified or cost of service is received in full or part.

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				iii) In case the works are found to be financially unjustified and the consumers are willing to pay unjustified cost this will be subject to the condition that the procedure of preparation and sanction of estimates is as per rules/instructions applicable from time to time. iv) These powers shall be applicable also to new undertaking to be acquired by the Nigam. v) In cases where no financial justification is required to be worked out, the fixed/variable charges, if applicable are to be recovered in advance on the basis of average cost of tube wells worked out for the groups.
5 (b)	To convey administrative approval for capital expenditure on works of augmentation of substations and trans-mission lines upto 11 KV and mains and sub-mains other than system improvement scheme specifically approved.	CE SE XEN AEE/AE	Full Power 10 Lac 5 Lac 1 Lac	Subject to technical justification and availability of Budget under specific head.
5 (c)	To convey administrative approval to incur expenditure towards Maintenance / Special repairs / replacement of any damaged part during construction work.	CE SE XEN	2 Lac 1 Lac 50,000/-	i The total project cost does not exceed the project estimate as per approved scheme to which the particular work belongs. ii The approval accorded by the competent authority does not involve any change / increase in the scope/quantum of the work specifically provided in the project estimate/work estimate. iii The expenditure is restricted to the budgetary provisions for the year.
5 (d)	To convey administrative approval for capital / revenue expenditure on T&P including special T&P, Computers, Fax Machine, Photo Copier etc. other than Motor Vehicles.	WTDS HOD SE XEN AEE/AE	Full powers 5 Lac 1.50 Lac 25,000 10,000	i The total project cost does not exceed the provision in the project estimate for the sub-head to which the particular work belongs. ii The approval accorded by the CE and SE does not result into any change/increase in the scope/quantum of the work specifically provided in the project estimates.
5 (e)	To convey administrative approval for expenditure on works connected with the basic and fundamental research schemes, approved by the CBIP/Nigam.	WTDS C.E./PD&C	Full powers Upto the extent of approval of CBIP/Board	
5 (f)	To convey administrative approval for preliminary survey to the preparation of the schemes.	CE SE XEN	2 Lac 1 Lac 0.5 Lac	Only for schemes specifically approved by the Nigam.

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5 (g)	To convey administrative approval for expenditure under capital/Revenue Head for the purchase of new Motor Vehicles, tractor etc. (A) For new vehicles	WTDS C.E.	Full powers Full powers	i Where no yardstick exists. ii As per approved yard stick
	(B) For replacement against existing vehicles	C.E	Full Power	Subject to the condition that the existing vehicles have completed their normal life as per norms fixed by the Nigam.
5 (h)	To convey administrative approval for hiring of vehicles	OD / S.E.	Full power	Subject to admissibility as per yard stick.
6.	To convey administrative approval for capital/revenue expenditure on works and T&P other than residential buildings:			
a)	Petty works and special repairs	CE	2 Lac	
		SE	1 Lac	
		XEN	25,000/-	
b)	Renewal and replacement of existing works including replacement of poles, conductor, Transformers, allied material damage due to natural calamity and replacement of stolen transformers / conductor.	WTDS	Full Power	Subject to the condition of lodging of FIR in case of theft of material.
		CE	5 Lac	
		SE	2 Lac	
		XEN	50,000/-	
		AEE / AE	20,000/-	
c)	To accord administrative and technical approval to estimates for repair and carriage of T&P including special repair of Nigam vehicle chargeable to capital / revenue.	CEs SEs XEN	Full Power 1.00 Lac 20,000/-	
7	To convey administrative approval for non-recurring expenditure such as laying of foundation stone/ inauguration and any other such works/ activities etc. charge-able to capital/revenue works where no specific power is prescribed in the DOP.	CE SE	Full Power 75,000/-	
	ESTIMATES FOR WORKS CHARGEABLE TO CAPITAL HEAD OF ACCOUNTS			
8	To convey technical sanction to the detailed estimates of works chargeable to Project/ Scheme specifically sanctioned by the competent Authority.	CE	Full powers	Subject to the condition that:- i) In case where the provisions in the Projects are adequate, the sanction does not cause excess over and above project provisions in the Project works/estimate under the Sub-head of which the particular work belongs, and
		SE	20 Lac	
		XEN	5 Lac	

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				ii) In case where the financial provisions made in the Project estimates have become inadequate due to price increase, the sanction does not cause excess over and above the amount administratively approved (plus such excess as the authority according to technical sanction is competent to pass)
9	To convey technical sanction to the detailed estimates for augmentation of sub-station including improvement works and transmission/distribution lines including main & sub mains.	CE SE XEN -	Full powers 10 Lac 2.50 Lac 50000/-	Provided that:- 1. The works are of productive nature: and 2. The expenditure is met within the Budget provision.
10.	To convey technical sanction to the detailed estimates of experimental works connected with basic and fundamental research schemes.	C.E.	Upto the amount administratively approved and also upto 5% in excess of this amount	
11.	To convey technical sanction to the detailed estimates for experimental purposes either in our own Workshop or at the premises of the supplier for spare parts substitution or development of new products for Operation and Maintenance.	C.E.	Upto the amount administratively approved and also upto 5% in excess of this amount	
12.	To convey technical sanction to the detailed estimates for domestic, Non Domestic, Industrial, Agriculture & any other type of connections or a group of Connections.	S.E. XEN AEE/AE	Full power. 10 Lac for HT & full power for LT connection 2 Lac for HT & LT connection	Provided that 1. The works are of productive nature. 2. Expenditure is met from within the budget provision under the major/minor head concerned.
13.	To convey technical sanction to the capital / revenue estimates for repairs and carriages of T&P including special T&P, repair of computer , Photo copier and fax machine including special repair of Nigam Vehicles etc.	HOD SE XEN	Full powers 1 Lac 25,000/-	

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14.	To convey the technical sanction to the detailed estimates for mtc. and special repairs of works under Construction chargeable to Project estimates/ schemes already approved by the Nigam including laying of foundation stone, inauguration and commissioning of sub station/works chargeable to project estimate/scheme	CE	Full power	Subject to the restriction as the C.E. may impose.
		SE	2 Lac	
		XEN	50,000/-	
15.	To convey technical sanction to the detailed estimates for preliminary survey to the preparation of schemes	CE	3 Lac	Provided prior approval of the Nigam is taken to preliminary survey.
		SE	1 Lac	
		XEN	50,000/-	
16.	To convey technical sanction to the detailed estimates for purchase of T&P including special T&P other than the Motor Vehicles, tractors etc. chargeable to capital estimate already administratively approved.	CE	Full powers	
		SE	2 Lac	
		XEN	1 Lac	
17.	To convey technical sanction to the detailed estimates for purchase of Motor Vehicles, Tractors etc.	CE	Full powers	Subject to the grant of administrative approval by the competent authority
		SE	10 Lac	
18.	To convey the administrative and technical sanction to the detailed estimates for the working of Motor Vehicles, tractors etc. chargeable capital/revenue.	SE	Full powers	
19.	To divert provision for contingencies of a sanctioned estimate to new works of T&P or repairs not provided for in the estimate	SE	Full powers	Subject to such restriction as the C.E. may impose.
		XEN	50,000/-	
20.	To convey technical sanction for capital expenditure on construction of residential/non residential buildings and allied civil works not forming part of project	C.E	Full power	Subject to Budget Provision.
		S.E.	10 Lac	
		XEN	5 Lac	
	ESTIMATE FOR WORKS CHARGEABLE TO REVENUE HEAD OF ACCOUNTS			

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21	To convey technical sanction to detailed estimates																	
a)	For petty original works including new works	CE SE XEN	Full powers 1 Lac 50,000/-															
b)	For renewals and replacement of existing works including replacement of poles/transformers etc. damaged due to natural calamities and replacement of stolen conductor / transformers	CE SE XEN AEE/AE	Full powers 2 Lac 50,000/- 10000/-	After lodging of FIR for replacement of stolen material														
c)	Special repairs of residential / non residential buildings, vehicles including tractors etc..	HOD SE XEN	Full powers 1 Lac 25,000/-	Upto 5% in excess of the amount administratively approved by the competent authority and provided that in the case of residential buildings the cost of special repairs does not exceed the following limits relating to the calculation of standard rent:														
				<table border="1"> <thead> <tr> <th rowspan="2">Class of Building.</th> <th rowspan="2">Description</th> <th colspan="2">Assessable %age on the present day capital cost of the Bldg. Excluding value of site.</th> </tr> <tr> <th>Spl. Repair</th> <th>Ordinary Repair</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Those in good order built by the State Govt. /Nigam in a semi-permanent style i.e. with pucca foundations, kutcha-pucca outside walls, lime painted pucca parapets and chimneys terraced jack arch or wooden karri roof over steel girders.</td> <td>1/2</td> <td>1 to 3</td> </tr> <tr> <td>B.</td> <td>Those of a similar style</td> <td>3/4</td> <td>3 to 5</td> </tr> </tbody> </table>	Class of Building.	Description	Assessable %age on the present day capital cost of the Bldg. Excluding value of site.		Spl. Repair	Ordinary Repair	A.	Those in good order built by the State Govt. /Nigam in a semi-permanent style i.e. with pucca foundations, kutcha-pucca outside walls, lime painted pucca parapets and chimneys terraced jack arch or wooden karri roof over steel girders.	1/2	1 to 3	B.	Those of a similar style	3/4	3 to 5
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				of construction but not in good condition either built by the State Govt. /Nigam or purchased from Private individuals and added to or altered after purchase.
				C. Temporary building i.e. those with walls of mud masonry with thatched or tiled roof. 1 ½ 5 to 7
d)	For maintenance and repairs including residential/non-residential building/other civil works.	CE SE XEN	Full powers 10 Lac 2 Lac	Provided that: i) The cost of repairs to residential building does not exceed the limit mentioned in the provisions to condition item No.21 (c) above and subject to such conditions as may be imposed by special orders by the CE. Where the Nigam have approved the norms for Mtc. and repairs under TIE (4), it shall be treated as administrative approval.
e)	To convey technical sanction to detailed estimate for replacement of damaged transformers and renovation and improvement works for distribution system	CE SE XEN AEE/AE	Full powers 5 Lac 2 Lac 50,000/-	For improvement works only
22	To sanction estimates for purchase of T&P including special T&P excluding Motor Vehicles, chargeable to revenue Head of Accounts, office furniture including tents.	CE SE XEN	Full powers 1 Lac 25,000/-	
23	To sanction deposit works	CE SE XEN AEE/AE	Full powers 10 Lac 2 Lac 20,000/-	

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24. (a)	To divert provision for contingency of a sanctioned estimate to new works or repairs not provided for in the estimates	SE	Full powers	Subject to such restrictions as C.E. may impose
		XEN	20,000/-	
(b)	To convey technical sanction to the estimate for purchase of new vehicle , tractor etc.	CE	Full powers	
		SE	10 Lac	
25.	To convey sanction to the payment of demurrage/warfare charges debitible to contingencies of estimate	WTDS	Full powers	
		CE	50,000/-	
		SE	25,000/-	
		XEN	5,000/-	
	POWER TO SANCTION PURCHASES OF EQUIPMENT & STORES			
26.	To purchase material, equipment and T&P through:			
A	Open Tender	BOD	Full power	At present the powers are being exercised as under-
		WTDS	10. crore	
		SPC	1.00 crore	
		CE/MM	20.00 Lac	
B – (i)	Limited tenders / Proprietary items	BOD	Full power	i HPPC – for purchases upto Rs.. 50.00 Lac ii SHPPC – for purchases above Rs 50.00 Lac
		WTDS	2.00 crore	
		SPC	50.00 Lac	
(ii)	Against New / maintenance works not covered by (i) above	CE	Full Powers	
		SE through CPC	1) Up to Rs. 5 Lac in a month.	Subject to the condition that :- a) Non-availability certificate from the SE (S&W) is obtained. b) Purchase cases in the circle office should be processed by the Circle Purchase Committee comprising of the SE, XEN of nearest Central Store and an Accounts Officer, available at the nearest place through spot purchase. c) Necessary budget provision to be ensured. by S.E. d) These powers shall be exercised fro all material except Transformers, ACOM. SECYR Conductor, PCC poles, HT/LT cables, 11 KV panels, 33 KV VCB etc.

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C	Emergency purchases including T&P items	S.E Workshop	Below Rs.2 Lac in each case	i) The purchases would be made in case of emergency relating to power supply in the field and will be recorded in the Purchase approval.
		Committee of XEN & AEE/AE	Rs.15,000/- for each item (By spot purchase)	
		Committee of XEN & AEE/AE with prior approval of S.E.	(a) Rs.30,000/- for each item (By hand quotations).	
		Committee of XEN and AEE/AE with prior approval of SE for the purchase of 11 kV CTs, NCTs, PTs, XLPE cables boxes, and other matching material such as all types of relays and vaccume interrupter from the manufacturer of the panel.	(a) Rs.50000/- in each case (b) for amount exceeding Rs. 50,000/-by issuing short tender of ten days duration	
		XEN	Rs.5,000/- in each case	Subject to ceiling of Rs. 50000/- in a month
		AEE/AE	Rs 2000/- on cash payment at a time	subject to Rs. 20000/- per month
D	To purchase item of steel against specific works of Const. Organisation	S.E.	Upto Rs. 15 Lac per month	To be purchased from the main producers i.e. M/s RASTRIYA ISPAT, TISCO, IISCO and SAIL etc. at lowest rates. In case, these firms are unable to supply the required steel Sections then the same will be procured from the open market as per purchase regulations.
E	For Proprietary items from original manufacturer	SE	i) Rs. one Lac. ii) Rs. 5 Lac with the approval of concerned C.E.	Subject to the condition that purchase is made from the Manufacturers in emergency only after obtaining non availability certificate from S.E./ S&W.
		Committee of AEE/AE & XEN with prior approval of S.E	Rs, 25,000/- for each item by hand quotations.	

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E	Purchase of matching material to complete the works	Committee of XEN & AEE/AE with prior approval of S.E.	Rs.50,000/- for each item (By hand quotations)	After obtaining NAC from SE/Store & Workshops, Dhulkote.
F	To purchase fuel, spares, tyres and tubes, flaps, batteries etc. for vehicles including repair	C.E/HOD	Full powers	i) The tyre, tubes, flaps will be purchased on DG&SD rates only. ii) Batteries will be purchased after collecting hand quotations.
		SE	2 Lac	
		XEN	50,000/-	
		AEE/AE	10,000/-	
G	Casual Requirements	XEN I/C Central Stores and other divisions.	Upto Rs. 5000/- in each case.	To purchase of material without calling formal quotations but a certificate is to be recorded that the material has been purchased at competitive rates after ascertaining the rates orally. The purchase upto Rs. 2500/- at a time against cash payment.
		AEE/AE I/C Stores and AEE/AE I/C Sub Divn	Upto Rs. 1000/- in each case. (cash payment)	
27 A	To purchase material for civil works other than cement and steel against specific works	C.E.	Rs.5 Lac in each case	These powers will be exercised by field officers subject to the condition that: i) Prior approval of higher authority is obtained if a tender other than the lowest is accepted on ground of the technical suitability is accepted. ii) Purchase is not in excess of the provision made in the sanctioned estimate iii) In case of emergency, material may be purchased from open market without formal quotations subject to financial restrictions of Rs. 5000/- in case of XEN and Rs. 1000/- in case of AEE/AE in each case. In such cases, a certificate shall be given that the material has been purchased at competitive rates after ascertaining the rates orally.
		SE	Rs.2 Lac in each case	
		XEN	Rs.50,000/- in each case	
		AEE / AE	Rs.5,000/- in each case	
B	To purchase bricks at control rate against specific works	XEN	Full powers	
C	To purchase material and spare parts of equipment and machinery for running and mtc. of Workshop and manufacturing process.			
	(a) All items	SPC	Rs.50 Lac each item	i The financial power will be exercised taking cognizance of the annual consumption. ii For all items upto Rs.50000/-
		C.E. incharge	Rs.5 Lac each item	

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		S.E. incharge	2 Lac	limited enquiry will be issued and for items above Rs.50000/- open/press enquiry will be issued, save in exceptional case for which detailed reasons to be specified by Chief Engineer. iii All P.Os will be issued after pre-audit by Sr.AO/AO attached to Workshop Circle. iv Purchases beyond the competency of SPC will be got approved from WTDs of the Nigam.
	(b) Controlled items whose rates are fixed by statutory/Govt. Agencies including items borne on DGS&D rate contract	SPC	Full powers	1. For items of proprietary nature, the quotations may not be called for. 2. Orders shall only be placed after assessing the actual requirement.
		C.E. incharge	Rs.5 Lac each item	
		S.E. incharge	1 Lac	
	(c) Emergency requirement any item	SPC Workshop	Rs.2 Lac each item	1. These powers are to be exercised in case of emergency/urgent requirement for all items of Workshop and can also be used for making one or two proto-type of any type of equipment/material. 2. For purchases above Rs.50,000/- spot quotations will be collected by the SPC members. 3. For purchases upto Rs.50,000/- spot quotations may be collected by committee of three officers (SE/XEN and Sr.AO)
		S.E. Workshop	Rs.50,000/- in each item	For such purchases spot quotations may be collected by a committee of the officers (XEN, AEE/Sr.AO or his representative.
	(d) - Do-	S.E. Workshop	Rs. 10000/- each item	i) These powers are to be exercised in case of emergency /urgent requirement without calling formal quotations but certificate should be given that the material has been purchased at competitive rates after ascertaining the rates orally and emergency is to be defined in detail for all Workshops items. ii) The total purchase under these powers will be exercised upto a ceiling of Rs. 3.00 Lac per annum for each division which can be increased to Rs. 5.00 Lac per annum with the approval of CE Incharge Workshop.
		XEN Workshop	Rs. 5000/- each item	
		AEE / AE Workshop	Rs. 2000/- each item	
D	To purchase scientific equipment and investment connected with the basic and fundamental research scheme.	C.E. Incharge Workshop	Upto the cost approved by CBI&P	
28.	To sanction the payments of insurance charges for equipment and material purchased for stock and works and sent for repairs	C.E.	Full powers	
		S.E.	Rs.25000/-	
		XEN	Rs.10000/-	

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29.	To draw the material from stores or manufactured articles for which due provision has been made in a sanctioned estimate	AEE / AE	Full powers	Subject to the condition that the limit of provision for respective items in the sanctioned estimate is not being exceeded in the case of manufacture for stock and for works respectively.
30.	Manufacture of material from Nigams Workshop for stock and works	C.E. S.E. XEN	Full powers Rs.2 Lac in each case Rs.50,000/- in each case	Subject to the condition that the Reserve stock limit and provision in the sanctioned estimate is not being exceeded in the case of manufacture for stock and for works respectively.
ACCEPTANCE OF TENDERS OTHER THAN CIVIL WORKS				
31- a	To accept tender for the execution of work by contract	WTDs C.E. S.E. XEN	Full powers 1 crore Upto Rs. 10 Lac Upto Rs.5 Lac	Subject to the condition that tendered rates are not more than 20% above the prevalent Nigam H.S.R. including admissible premium in each case. Rs. 20 lacs when tender rates are not more than 10% of the tendered rates over sanctioned estimated cost. /HSR plus sanctioned premium and non-scheduled items do not exceed 10% of the estimated cost. In the case of works other than civil works, the tendered amount will not exceed 5% of the estimated cost/Nigam's current of scheduled rates including admissible premium. Subject to the condition: a) That the approval of next higher authority is obtained if a tender other than the lowest is to be accepted or single tender is to be accepted. b) Tender rates are not more than 10% above those contained in the HSR including admissible premium or in the sanctioned item. In the case of works other than civil works the tendered amount shall not exceed 5% of the estimated cost/Nigam's schedule rate including admissible premium.
31 - b	To call tenders and issue work order for the execution of work on Turnkey basis	C.E. PD&C S.E.'s	Up to Rs 50 Lac in each case Up to Rs 40 Lac in each case	Subject to approval of scheme by the competent authority.

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32 (a)	To issue work orders for capital works/ mtc.	WTDS	Full powers	1. For BHEL and other Govt./Semi Govt. undertakings/ SPC/CE/SE may exercise powers on single quotation basis. 2. For others press tenders need to be invited for work orders exceeding Rs.2.5 Lac. (subject to approval of competent authority.)
		C.E.	Rs.5 Lac	
		S.E.	Rs.2 Lac	
		XEN	Rs. 50000/-	
		AE / AEE	Rs.20000/-	
-	-			
(b)	To issue work order to approved contractor / approved rate for supply of man-days to carry out capital / revenue works.	CE SE XEN	Full Power 1 Lac 0.5 Lac	Subject to exhausting of existing regular man power and with in the limit of sanctioned estimate.
(c)	To issue work order for works/repair without calling quotations	WTDS	Full power	For repair of Jobs/equipments from the original manufacturers or through their authorized agents after satisfying the reasonability of rates.
		CE	Rs. 10 Lac	
		S.E.	Rs. 2 Lac	
		XEN	Rs. 1 Lac	
(d)	To issue work order for service/repair from original manufacturer / authorised agency including annual over hauling/ capital over hauling	WTDS.	Full power	For overhauling (including any repair) of equipment from original manufacturers / suppliers or their authorized agency on single quotation basis
		C.E.	Rs.10 Lac	
		S.E.	Rs.2 Lac	
		XEN	Rs.1 Lac	
(e)	To issue work orders of works/repairs in case of emergency	WTDS	Full power	These powers are to be exercised in case of emergency (term 'Emergency' is to be defined) without formal quotations. A certificate should be recorded that the work/repairs are being got done through available approved contractors after verifying reasonability of rates. The power of XEN without formal quotations would be applicable when the emergency has been approved by next higher authority. 1. for exercising powers of SPC, the CE shall constitute a committee of three officers consisting of one SE, one XEN and a Sr.AO for verifying reasonable rates. For exercising the above powers, the SE shall constitute a committee comprising of one XEN, one AE and one AO subject to the condition/restrictions imposed by Nigam/Govt.
		C.E.	Rs. 5 Lac	
		S.E.	Rs. 1 Lac for each case subject to ceiling of Rs. 5 Lac p.a.	
		XEN	10000/- for each case subject to ceiling Rs.1 Lac p.a.	
33.	To sanction testing charges for testing oil, water samples, pollution control levels, soil testing etc.	CE	Full power.	1. Subject to the condition that testing is got done from Govt./Semi Govt. Test Houses 2. Cash payment shall be permissible for testing charges upto Rs.5,000/- in each case.
		SE	Rs.25000/-	
		XEN	Rs.10000/-	
EXCESS OVER ESTIMATES				

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34.	To pass finally all excesses on the amount of original estimates sanctioned by himself or by higher authorities and on the amount of revised estimates sanctioned by himself (both administratively and technically).	C.E.	i) Full powers for estimates sanctioned by SE/XEN ii) Up to 10% excess of the original sanctioned estimate sanctioned by self.	
		S.E.	i) Up to 20% excess of the original sanctioned estimate sanctioned by XEN. ii) Up to 10% excess of the original sanctioned estimate sanctioned by self.	
		XEN	Up to 10% excess of the original sanction estimate sanctioned by self.	
35.	To sanction repairs and carriage of T&P (both Technical & other items)	S.E.	Full powers	
		XEN	25000/-	
		AEE/AE / SSE	5000/-	
36.	To sanction cartage / carriage / transportation and handling of stock material chargeable to stock/ work	XEN	Full powers	As per truck Union rates, otherwise rates may be ascertained / decided by a Committee of XEN/AEE/AE with the prior approval of SE.
37.	To sanction estimate for manufacture of material for stock	CE	Full powers	Subject to the condition that reserve limit of stock, is not exceeded
		SE	2 Lac	
		XEN	50,000/-	
38.	To sanction estimate for manufacture of material to be used on works	CE	Full powers	Provided that the provision for material should not exceed in the sanctioned estimates for works.
		SE	1 Lac	
		XEN	50,000/-	
39.	To sanction purely temporary	CE	Full powers	Provided that the increases are

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	increases or decreases of the reserve stock limit of a Store/Division.	SE	Upto 50%	absorbed within 6 months from the date of increase, and in the case of decreases copies of order sanctioning the revised limits, are endorsed to Nigam office and they are not raised again except if such increases are absorbed within six months from the date of increase.	
40.	To adjust balances of manufacture operation in all cases in which the rates of out turn would not be increased by more than 10% over the estimate of current stock rates.	SE XEN	1 Lac 50,000/-		
41.	To adjust the balance of manufacture operation for the vehicles, tractors etc. in all cases by revising rates	SE	Full powers		
42 (a)	To sanction sale of articles on the stock accounts for full value plus usual charges of 10%	CE SE XEN	5 Lac 50000/- 20,000/-	i) These powers only be exercised only for sale of material to Govt. and semi Govt Institutions and to such consumers who might need it in connection with the completion of their installation for the purpose of getting supply of power from the Nigam except imported items, which are to be disposed off with the approval of the Nigam. ii) The addition of 10% may however be waived off by the authority empowered to sanction the sale in the case of stock which has been declared surplus by competent authority and which in his opinion, would otherwise be unserviceable.	
(b)	Sale of equipment to private consumers	WTDS CE SE XEN	Full power 5 Lac 50000/- 20,000/-	Subject to instructions issued by the Nigam from time to time	
43 A	Disposal of material born on book without value by auction or by calling bids.	CE SE XEN	Full powers 25000/- 5,000/-		
B	Disposal of surplus / unserviceable or obsolete material/T&P articles born on books with a value				
(i)	To declare stores/T&P surplus unserviceable or obsolete	Unit price & lot Unit price Lot Unit Price	BOD WTDs Disposal	Full powers 2 crore 10 crore 10 Lac	Provided the provision of para 4.40 of PWD code are complied with and it is certified that the material declared surplus will not be required for the execution of any of the Nigam works in the future and the material declared as unserviceable or obsolete is beyond

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks	
		Lot	Committee	1 crore	repairs or renovation. The authorities to sanction write off shall satisfy themselves that loss has not resulted from excess or injudicious purchases of stores.
			CE	Rs. 2 Lac in each case	
			S.E.	Rs 1 Lac in each case.	
	(ii)To dispose of material, T&P articles declared surplus, unserviceable or obsolete and sanctioning resultant loss therein if any	WTDs	Full powers (one item of 10 Lac at one auction)		
44.	To sanction the sale of grass, trees or other produce on the Nigam lands	S.E.	Full powers		Subject to assessment of the cost of trees from forest dept. / Govt approved agency.
		XEN	25000/-		
45.	To sanction dismantlement of service connections installed by the Nigam.				
	(a) Where the service line remained idle for six months or more	CE	Full powers		Provided that :- 1. All dismantled material is returned to store. 2. A monthly report of such dismantlement is sent to the next higher authority.
		SE	5 Lac		
		XEN	2,00,000/-		
		AEE / AE	50,000/-		
	b) Where connection have remained idle for less than six month but theft of electric energy/equipment is apprehended	CE	Full powers		
		SE	50000/- each case.		
		XEN	20,000/- each case		
		AEE / AE	10000/- each case		
46	(a) To sanction dismantlement of transmission line, main /sub main and other equipment installed by the Nigam	XEN	Full powers		Subject to the condition that the dismantlement is undertaken for the purpose of augmentation or replacement 1. There should be properly sanctioned estimate for the augmentation or replacement. 2. Materials from the old work not used on the new work, are regularly returned to stores.
		AEE / AE	50,000/-		
	(b) To sanction dismantlement of temporary building and structures when the purpose for which their construction undertaken, had been fulfilled.	C.E.	Full powers		
47	(a) To sanction writing off finally	Director	Full powers in		In consultation with Director/Finance

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks																		
	the irrecoverable value of stores, T&P articles or Public money lost by fraud or the negligence of individuals or other causes including theft of material.	concerned CE SE XEN	each case 1) Rs.50000 in each case (for irrecoverable loss due to theft of material only) 2) Rs. 1 Lac in each case in consultation with Chief Auditor. Upto Rs.20000/- in each case Rs.10000/- in each case	In each case provided:- 1. The officer waiving the loss will examine whether deptt. Instruction were followed to safe guard the interest of the Nigam or not before waiving of the loss. 2. In case any lapses are observed the defaulter would be identified and action initiated. 3. Report of all such cases would be sent to the Nigam on quarterly basis.																		
	(b) To write off articles of T&P, office furniture / office equipment rendered unserviceable through wear and tear the original purchase value of the articles to be estimated if not known	HODs/ S.E./Admn S.E./,DS(T)/ Com. Secy. XEN	2 Lac in each case 1 Lac in each case 20,000/- in each case																			
	(c) Petty appliances / medical Lab items such as syringe/needle, B.P. Apparatus, Thermometer, Test Tubes, Pipettes, glass slides, cover slips and red covers/sheets etc. etc.	DMS/CMO/ SMO/MO	Rs.50000/- per annum																			
	(d) Condemnation of vehicles	SE/Adm/ SEs of the Circles	Full powers	<p>Provided that Each vehicle has served its normal period of life and mileage whichever is later as given below</p> <table border="1" data-bbox="1038 1406 1544 1585"> <thead> <tr> <th>Type of vehicle</th> <th>Life</th> <th>KMs.</th> </tr> </thead> <tbody> <tr> <td>1. Jeep/Pick up/car</td> <td>7 years</td> <td>160000</td> </tr> <tr> <td>2.3 ton truck</td> <td>7 years</td> <td>320000</td> </tr> <tr> <td>3. 5 ton truck</td> <td>7 years</td> <td>480000</td> </tr> <tr> <td>4. 7 ton truck</td> <td>7 years</td> <td>480000</td> </tr> <tr> <td>5. tractor trailer</td> <td>15 years</td> <td>160000</td> </tr> </tbody> </table> <p>1. The cost of repairs is not commensurate with the period of vehicles can serve after repairs. 2. The vehicles are inspected jointly by the SE and XEN, Incharge of the Divisions concerned who will form the Condemnation Committee for the purpose for each division. 3. If any vehicle is not covered under (i), (ii) and (iii) above it shall be surveyed off by the C.E. concerned.</p>	Type of vehicle	Life	KMs.	1. Jeep/Pick up/car	7 years	160000	2.3 ton truck	7 years	320000	3. 5 ton truck	7 years	480000	4. 7 ton truck	7 years	480000	5. tractor trailer	15 years	160000
Type of vehicle	Life	KMs.																				
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48	Sanction to write off from returns	CE	Full powers	After conducting detailed enquiries and																		

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
	of T&P where only part values have been recovered (issued to the parties other than the Nigam employees)	SE XEN AEE / AE	30,000/- 10,000/- 1000/-	recording reasons thereto.
49	To write off actual losses of stock and T&P articles, Shortage , breakages in distribution T/F	C.E. SE XEN	Full power 10000/- 5000/-	The competent authority may write off the cost of shortages, breakages up to maximum 10% of the present cost of the T/F and maximum 20% of the cost of oil in the T/F as per name plate. In case of bursting of the T/F body total quantity of oil found short to be surveyed off as per competency. The detailed enquiry by the concerned AEE/AE Incharge duly concurred by the XEN is required.
50	To sanction write off of books lost or rendered un-serviceable in their own and in subordinate offices, if any	S.E. Admn /HoD/ SE/Com Secy. XEN	Full powers 1000/- in each case	
51	To waive recovery of charges on account of forfeited discount / surcharge levied on bills or electrical energy	CE SE XEN	Rs. 5000/- in each individual case Rs. 2000/- in individual case. Rs.1000/- in individual case	Provided that the levy of the surcharge is not due to the fault of consumer
52	To remit and write off irrecoverable arrears of the cost of electrical energy, meter rent and general charges due from consumers.	BOD WTDS CE SE XEN	Full Power Rs. 5.00 Lac Rs.5,000/- in individual case Rs.2,000/- in individual case Rs.500/- in individual case	Amount will be written off after exhausting all channels including recovery under Land Recovery Act.
53	To write off irrecoverable items outstanding in the misc. advances.	WTDS CE SE/CAO/ CA/FA XEN	Full Power Rs.5000/- in each case Rs.2500/- in each case Rs.1000/- in each case	Provided that the amount has been outstanding for more than five years and is declared as irrecoverable after all due precaution as required for recovery of the amount have been exhausted which will be certified.
54	To sanction refund not otherwise provided for	HOD All disbursing officer	Above Rs. 5000/- Upto Rs.5000/- in each case	Provided that the refund is required to be made necessary as a result of some mistake or other flaw in an order passed by the DDO.

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
55	To sanction refund to prospective consumer of amount deposited by himself in the first instance in excess of the justified amount	SE	Full powers	Subject to the condition that :- i) Refund is due to the revision of justification slip and refunding officer certifies that the refund is quite justified and the amount so deposited by the prospective consumers in the first instance is in excess of the justified amount. ii) No benefit should however be allowed where the decrease, because of works, is on account of rates of dismantlement of other materials.
		XEN	Rs.5000/- in each case	
	B. POWER TO SANCTION EXPENDITURE ON RECURRING CONTINGENCIES			
56	To sanction contingent expenditure of a recurring nature not otherwise provided in these delegations.	S.E. Admn/ HOD	Rs.2.Lac p.a.	The powers of XEN/US/General, Dy. Secretary/Tech. /Sr. AO will be exercised in respect of the following items:- 1. Insurance charges of staff car, trucks and jeeps. 2. Quarterly token tax of cars and vehicles. 3. Registration of abbreviated telegraphic addresses. 4. Local delivery charges for the distribution of dak by the P&T authorities. 5. Hiring of office furniture continuously for more than six months or beyond the close of financial year. 6. Getting Photostat copies done from the open market. 7. Any other small item not specified. 8. Addition and alteration to existing telephones provided by the P&T authorities such as provision of extra wire to telephone additional point etc.
		SE/Company Secy.	Rs.1 Lac p.a.	
		XEN/Dy. Secy Tech./US Gen. /Sr. A.O.	Rs. 20000/- per annum for each item at Sr. No. 3 to 8 and full power for item no. 1&2.	
		AEE/AE	10000/- Per Annum	For Photostat only
57	To sanction installation of new telephones	HOD / SEs/ SE(Admn.)/ Com. Secy. XEN	Full powers (as per scale approved by the Nigam)	
58	To sanction posts of part time Class-IV employees whose pay is chargeable to contingencies.	HOD/SE	Full powers	Subject to DC approved rates.

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
59 (A)	To sanction contingent expenditure of recurring nature on the entertainment/ refreshment			
	a) For Managing Director, Meetings of Directors / WTDs / Shareholders. Etc.	SE/Admn / Com. Secy	Actuals – full power	
	b) for Directors	SE/Admn	30,000/- Per annum	
	c) For own office	HOD	Rs.12000/-Per annum	
		SE /S.E /Admn. / Com Secy	Rs.8400/- Per annum	
		XEN/Sr.AO/ Under Secy.	Rs.3600/- Per annum	
		AEE/AE/AO	Rs. 1200/- per annum	
	d) To sanction contingent expenditure on Nigam's Guest and on other meetings/ seminars/ Workshops.	Chairman / MD	Full powers	As per administrative approval from the concerned Director .
		SE/Admn./ CE/ UHBVN	Rs.3 Lac p.a.	
		CAO/CA/FA	Rs. 2 Lac p.a.	
60	(i) To sanction contingent expenditure of recurring nature on payment of subscription/contributions to the societies	MD	Full powers	
		Director	Upto Rs.2 Lac p.a. in each case	
		Dy Secy Tech	Rs. 5000/- p.a. in each case	
	9. NON RECURRING EXPENDITURE			
61	To sanction non recurring expenditure chargeable to contingencies where no special power is prescribed in the rules/ regulations.	HODs	Rs.1.Lac for each item.	Note (1) The following may be purchased by the Deputy Secretary/Tech. / Sr. AO in respect of the following items. 1. Purchase of locks, fluorescent tubes table lamps and all other articles except office furniture which are being used as office equipment. 2. Purchase of clocks, electric fans and heaters. 3. Purchase of articles relating to hot and cold weather arrangement (Purchase of Charcoal glass tumblers, wood, surahis, Gharas, Coolers, Water cooler etc.) 4. Purchase of umbrellas. 5. Packing materials for packing parcels sent out of Nigam's Sectt. (Wood, Cloth, Nails etc.)
		SE	Rs.25000/- for each item	
		XEN / Dy.Secy. / Sr. A.O.	Rs.5000/- for each item	
		AEE/AE	Rs.1000/- for each item	

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
				<p>6. Preparation of name plates and office Board.</p> <p>7. Purchase of electric goods, call bells, lamps locks, holders, wires etc.</p> <p>8. Other petty purchase of articles required from time to time.</p> <p>Note (2) The powers will be exercised only if order is to be placed at the lowest rate and in case the quotation other than the lowest is to be accepted for one reason or the other, approval of the SE/Admn will be obtained.</p> <p>Note (3) The above items will be procured as per norms/entitlement.</p>
62	To sanction cancellation charges of tickets booked in advance for journey by air, bus or rail	SE/Admn.	Full powers in respect of WTDs.	
		Controlling officer who has authority to approve the journey.	Rs.10000/- p.a. in respect of other offices	
63	To sanction local purchase of medicines in cases of exceptional illness (Serious patient and to meet extra ordinary demand)	Director Med. Serv. /CMO/SMO/ MO	Upto Rs.2000/- in each case	<p>i) Provided that medicines are not available in the stock at the time of local purchase.</p> <p>ii) Annual purchase of medicine should not exceed Rs.1 Lac</p>
		SE	Upto Rs.2000/- on the recommendations of MO/ Sr.MO in each case where Nigam's Dispensary exist	<p>i) Provided that medicines are not available in the stock.</p> <p>ii) Annual purchase of medicines should not exceed Rs.50,000/-.</p>
63-A	Sanctioning of medical reimbursement charges for employees / pensioners / family pensioner.	MD	Full Powers	
		Director concerned	Full power in case of relaxation of Medical Attendance Rules with the concurrence of Director/Finance	<p>Subject to verification of medical claims by the respective civil surgeon / authorities of the concerned approved Hospital/CMO of the Nigam.</p> <p>i) The officers shall exercise these powers in respect of staff and officers presently working under their administrative control.</p> <p>ii) Field officers shall also exercise powers in respect of the employees retired from their respective offices.</p>
		Director concerned	Full power	

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
		HOD as controlling officer / SE/Adm.	Upto Rs. 25000/- in each individual case	iii) For the employees retired from HQ the power shall be exercised only by the SE/Admn.
		SE of respective circle	Upto Rs. 15000/- in each individual case	
		XEN / Under Secretary / ADO/ Sr. Accounts Officer dealing with Estt matters	Upto Rs. 10000/- in each individual case.	
64	To sanction the payment of demurrage and warfage charges out of contingencies of the estimates concerned or stock storage as the case may be.	WTDs CE SE XEN/ Dy. Secy./ T&M	Full powers Rs.20000/-in each case Rs.10000/- in each case Rs.2500/- in each case	Provided that the amount had become payable due to unavoidable circumstances
65	To sanction and make purchase of office furniture from Super Bazar or Consumer Co.op Stores or other Govt. agencies through hand quotation.	SE/Adm./CE / CAO/CA/FA/ SEs XEN / Com. Secy/ DS/T	2 Lac at one time for each office Rs.50000/- at one time for each office	Provided that the articles are purchased at competitive and lowest rates and subject to the condition that: i) The scale prescribed by the Nigam from time to time is observed. ii) The total expenditure on the purchase is restricted to the actual provision in the Budget estimate on that account including any increase by re-appropriation.
66	To sanction expenditure on service postage stamps/Public postage stamps	SE/Admn HODs SE XEN /Com. Secy U.S./G AEE/AE	Full powers Full powers Rs.20000/- at one time Rs.10000/- at one time Rs.10000/- at one time Rs.2000/- at one time	For offices housed in Headquarter building for their own office and offices subordinate to them housed at places other than headquarter building. .
67	To sanction rent of building and land hired for office and store accommodation	Concerned Director SE/Admn	Full Power Rs.25000/- p.m. for HQ offices	Subject to the condition that:- i) When accommodation is provided in a building partly used as private residence then rent may be calculated proportionately on the

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
		CE/CAO/ CA/FA	Rs.25000/- p.m. for own office and offices subordinate to them when located outside Nigam HQrs.	ii) Lease is entered into for a period more than one year and the conditions laid down by the Board accommodation, are fulfilled such as non-accommodation certificate, reasonableness of rent etc.
		SE	Rs.10000/- p.m.	
		XEN	Rs.5000/- p.m.	
68	To sanction expenditure in connection with all sorts of legal cases instituted by the defendant on behalf and affecting the Nigam including counsel fee, writ fee, executive of decrees, awards, arbitrators fee and departmental enquiries cases etc.	WTDs	Full Power	
		L.R.	Upto Rs.20000/- in each case	Subject to appointment of advocate from the panel and as per charges approved by the LR./Advocate General, Haryana.
		S.E./XEN	5000/- in each case.	
69	To sanction local purchase of Stationery including tracing paper/ tracing cloth, Azo Ammonia paper etc.	CE/MM	Full Power	
		HODs	Rs.50000/-for each case and upto Rs. 250000/- p.a.	
		SE/SE(Adm n)/Com.Sec y.	Rs.25000/- in each case upto Rs. 50000/- p.a.	
		XEN(Field)// Dy. Secy. Tech.	Rs.5000/- in each case and upto Rs. 25000/- p.a.	
		AEE / AE	Rs.1000/- in each case	
70	To sanction or make local purchase of toner ink/computer printer ink and other consumable item for computer, fax machine photo copier and cyclostyling machines	SE/Adm./CE /HOD	Rs.10000/- in each item	
		SE/Com .Secy./ Dy.Secy. (Tech.)	Rs.5000/- in each item	
		XEN /Field	Rs.2500/- in each item	

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks		
71	To sanction purchase of books and maps for official use.	SE Adm./ HOD/SEs/ Com.Secy.	Full powers	Provided expenditure on any one book does not exceed Rs.1000/- per book excluding postage and beyond that case with the approval of concerned Director.		
		Head of office/ Under Secy./Dy. Secy./ Tech./XEN. /Sr.AO	10000/-			
72	Requirement of minor items such as caps, belts, whistles, badges, woolen socks, shoes, jersy etc. for security staff as well as other staff and other minor items.	SE/Admn./SEs of Circle/XEN	Full powers			
73	To purchase clothes and other items of uniform for summer and winter liveries entitled to employees.	CE/SE/ SE(Admn.).	Full powers			
74	To sanction purchase of periodical and news papers required for office use.	SE/Admn	Full powers for the Nigam office only	Subject to the condition that only five periodical/newspaper is purchased for the office as a whole.		
		HOD	Full powers for their offices only			
		SEs/ Com. Secy	Full powers			Two for own office
		XEN/SAO	Full powers			One for own office
75	To sanction expenditure on account of printing of forms inclusive or exclusive of cost of papers	HOD/SE Adm./ Dir. (V&S)	Rs.25000/- in each case	Upto Rs.100000/- p.a.	provided the work is given to private press after calling quotations.	
		SEs	Rs.20000/- in each case	Upto Rs.100,000/- p.a.		
		XEN/ LAC	Rs.10000/- in each case	Upto Rs.50000/- p.a.		
76	To sanction expenditure for the purchase of printed forms and printed Stationery items.	CE/MM	Full Power	i) To invite the rates for the purchase of Printed forms, registers and printing & Stationery items not exceeding Rs.5 Lac for each item through Press tender. ii) The items may be purchased by SE and XEN falling in their competency after collecting hand quotations		
		CE Concern	Rs. 50000/- in each case.			
		SEs/CAO/C A/FA/	Rs. 20000/- in each case.			
		XEN	Rs. 10000/- in each case.			
77	To sanction expenditure on book binding through local agencies.	HOD/SE Adm./CE	Full powers			
		SEs	Rs.5000/- in each case			
		Head of office/DST	Rs.2000/- in each case			
		AEE / AE	Rs. 1000/- in each case.			

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
78	To sanction for hiring the typewriters / Computers of approved pattern for use in the own offices and offices subordinate to them.	SE/Admn HOD/SE/ XEN	Full powers (for head office) Full powers (for their offices and offices subordinate to them)	Typewriter / Computer to be hired for existing offices and in the case of offices set up for the first time, provided the rate paid are not higher then prevailing market rate and decided after calling competitive quotations till such time the Typewriter / Computer are purchased by the Nigam..
79	To sanction expenditure on supply of electrical energy consumed in the offices of the Nigam.	Head of office/SE/ XEN/ AEE / AE SE/Admn.	Full powers Full powers	
80	To sanction the remittance of money by money order at Nigam's expenses to establishments serving at a distance of more than 15 km from District or the Head Quarters of from the remitting offices in which such charges are drawn.	Head of office	Full powers	In respect of pay, allowances, contingent charges, reward, and traveling allowances of establishment.
81A	To sanction purchase of publications for general use such as time and fare tables.	U.S./XEN/ AEE / AE/A.Os/ LAC	Only one copy of the time and fare tables & goods tariff of N.Rly. as required for each office	
81B	To sanction expenditure for inserting advertisement in newspapers.	SE(Admn.) /CPRO	Full powers	As per rates approved by DPR, Haryana.
82	To sanction purchase of survey instruments, level and log books	XEN	Full powers	Subject to the budget provision
83	To sanction payment of municipal or cantt taxes on Nigam's buildings when such taxes have been assessed by the competent authority	D.D.Os/ U.S./Genl	Full powers	Subject to the budget provision
84	To sanction the payment of the rates of taxes levied by statue or local rules or order (as for instance local tax or octroi on Nigam's Stores)	D.D.Os/ U.S./Genl.	Full powers	Subject to the budget provision
85	To sanction the hiring of DG sets to be installed for the VIP functions& hiring of cranes. .	XEN	Full Power	

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
86	To sanction payment of filing fee and other statutory payments to ROC/Deptt. Of company Affairs etc.	Full powers	Full powers	
87	To sanction the transportation of poles/transformers from store to site and returning of damaged Transformers from site to Workshop/store	XEN	Full Power	i) Subject to approval of rates by the S.E. concerned with regard to transportation of poles. ii) Subject to transportation of damaged transformers from site to store/Workshop on Truck Union rates provided Nigam Vehicle is not available.
	10. COMPENSATION FOR ACCIDENTS UNDER WORKMEN'S COMPENSATION ACT			
88 (A)	To sanction compensation to the Nigam's employee in the course of performance of duty under Workmen Compensation Act 1995 as amended from time to time.	C.E.	Upto the amount admissible under the Act.	Provided that in such cases where there is a doubt to the applicability of the Act , legal advice is obtained from the LR.
(B)	To sanction expenditure in connection with compensation under fatal accident to private persons (Non employee of the Nigam)	CE in consultation with legal section	Upto the amount as may be admissible to a workman under Schedule IV of the Workman Compensation Act, 1995 in similar circumstances / cases	Monthly wages will be got assessed from the State Revenue Authority and Gram Panchayat
(C)	To sanction expenditure on compensation/ ex -gratia payment to unauthorized person/ non employee of the Nigam	WTDs C.E.	Full power Rs. 20000/- in each case	

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
89	To sanction compensation for the electrocution of cattle	SE	Full powers	Subject to the condition that :- (i) that sanctioning authority is satisfied beyond doubts that the animal died due to electrocution on Nigam's system and Nigam was severally or jointly responsible for the accident. (ii) Wherever the occurrence of accident is established beyond doubt from the postmortem report, FIR and our own investigation, the compensation case will not be withheld on account of non-receipt of Chief Electrical Inspector, Mariana's report. (iii) The delegation for deciding about responsibility for the accident and awarding punishment will continue as heretofore. (iv) All accident claim cases should be settled within two months of the occurrence of accident. The AEE/AE concerned in whose area accident takes place will be personally held responsible for any delay in finalization of such cases.
		XEN	Rs.15000/- in each case.	
90	To allow advance payment of compensation under the Indian Workmen's Compensation Act, in cases of fatal accidents.	XEN incharge of Divisions	Upto 40% of the compensation admissible or Rs.50000/- whichever is less in each case	Provided that death is prima-facie due to accident arising out of and in the course of employment of the workman.
91	To sanction payment of examination/ treatment fee to the authorised medical attendant	XEN	Full powers	Subject to the condition that the scale of fee fixed by State Govt. for various categories of Doctors is not exceeded and necessary essentiality certificates are signed and countersigned by the appropriate authorities.
92 (A)	To make advance payment to the injured workmen's to meet the cost of medical assistance which cannot be provided through hospital	XEN I/C	(i) Upto Two months pay including allowances in respect of regular staff. (ii) Upto Rs.1000/- in case of work charged/ daily wage staff	These advances are to be granted subject to the condition that surety of the permanent employee of the Nigam is obtained and advance is recovered from the amount of compensation, if due otherwise in 12 monthly installments from the pay of the incumbent. First installment will be recovered from the next month's salary

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
(B)	To sanction ex--gratia grant for cremation etc to the dependents of the Nigam's employee including work-charged or daily wage who in the discharge of their official duties in obedience to the orders of their superior officers, die as result of fatal accident.	XEN I/C	Rs.3000/- each	The concession shall be in addition to any other payment admissible to the dependents under the existing rules/ instructions
(C)	To sanction ex-gratia advance payment to the purpose of cremation etc to the bereaved families of private persons electrocuted due to defects or other causes in the supply of the electricity of the Nigam payable by XEN Incharge of Division concerned at the spot on demand.	XEN I/C of divisional offices	Rs.3000/- each	The advance payment shall be deducted from the amount of compensation in the case of those who are found to be eligible for compensation later on. In those cases where compensation is not found to be admissible later on, it will not be recovered and shall be treated as final payment.
93	To sanction compensation for damage caused to the crops, trees, fruits etc. during the course of erection of lines and poles or carrying out survey etc.	SE XEN	Full powers Upto Rs.15000/-	In each case in consultation with the local Revenue authorities or LAC of State
94	To sanction lease of canteen attached to the building of the Nigam.	S.E. Admn /C.E./SE	Full power	Subject to the condition that the lease is granted for maximum period of two years at a time.
95	To sanction lease of houses, land or other immovable property belonging to the Nigam	CE/ SE/ XEN	Upto 2 years at a time	Provided that rent of property as fixed by the competent authority does not exceed Rs.5000/-, Rs.2500/- and Rs.1000/- a month respectively.
96	Permission agreement with auctioneers for conducting sales of Nigam's surplus stores by Public auctions.	CE/ SE	Full powers	Subject to the condition that the agreement with the auctioneers shall be drawn in accordance with the conditions set forth in the rules for appointment of auctioneers and conduct of auction for the sale of surplus stores.
97	To execute securities bonds for the due performance of duties by Nigam's employees	CE/ SE/ CAO/XEN/ AEE / AE	Full powers	Applicable in the case of Nigam employees for whom they are competent to appoint.
98	To sanction reconveyance of property given as security	CE/ SE/ FA/Hqs	Full powers	
99	To sanction advances for house building and purchase of conveyance/marriage advance/ bicycle advance/computer advance .	Concerned Director S.E. Admn	Full powers (for gazetted Officers) Full powers (for Head office staff – non-gazetted)	Subject to the condition prescribed by the Nigam and the availability of funds ear-marked by the Nigam

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
		HOD/SE	Full powers (in respect of officials working in their own offices & subordinate offices)	
100	Hiring of tent and shouldaries for storage of T&P and works material and accommodation of the staff, employed on the construction of project.	CE	Full Powers	<p>Subject to the condition that :-</p> <ul style="list-style-type: none"> i) tent / equipment is hired only for the duration of the work concerned. ii) The expenditure involved is met from specific provision provided for hiring of tents, shouldaries, estimate for the work concerned or from within the provision existing in the relevant estimates under the sub-head "Contingencies". iii) Tents & shouldaries are hired after calling for competitive quotations. iv) It should be certified that the hire charges to be paid, compare favourable with the cost of purchase of new tent and shouldaries. v) Accommodation in tents to the staff is allowed in accordance with the scale laid down below
	SE	Upto Rs.20,000/- in each case	<p>SUB DIVISIONAL OFFICER</p> <ul style="list-style-type: none"> i Swiss cottage tent 14'x14' double fly of 3 fold of cloth in each fly, with a single fly open verandah in front, complete with chick purdahs bamboo poles fixing pegs and ropes (one unit). ii Both tents (gabbled roof) 6'x6' single fly of 2 fold of cloth, complete with bamboo poles, fixing pegs and ropes (one unit) iii Kitchen tent 8'x8' single fly 3 folds of cloth complete with chick purdahs bamboo poles, fixing pegs and ropes (one unit) 	
	XEN	Upto Rs.10,000/- in each case		

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
				<p>SUPERVISORY STAFF (JE ETC.)</p> <ul style="list-style-type: none"> i Kabul Tent 10'x10' and double fly of 2 folds of clothing each fly and walls 3; high with bath and bad weather protection complete chicks purdahs, bamboo poles, fixing begs and ropes (one for party of four or less) ii Kitchen tent 8'x8' single ply 3 folds of cloth complete with chick purdahs bamboo poles, fixing begs and ropes one for party of four or less) iii Shoudaries 14'x14'x7' high single fly 3 folds of cloth, walls of high one and having overlapping purdahs in other and enclosed, complete with bamboo poles, fixing pegs and ropes (one for two persons)
	11. POWER FOR CIVIL WORKS OTHER THAN PROJECTS			
101 (A)	To accept tender for the execution of works by contract	WTDS	Full Power	<ul style="list-style-type: none"> i Vetting of all financial proposals falling under the competency of the WTDs to be forwarded by the CE. ii F.A. will give opinion on financial matter as and when the cases are referred to him by the CE concerned
		CE	Upto Rs.1 crore	Subject to the condition that tendered rates are not more than 20% above the prevalent Nigams, Haryana schedule of rates including admissible premium in each case.
		SE	Upto Rs.20 Lac	Rs.20 Lac when the tendered rates are not more than 10% over sanctioned estimates cost/HSR plus sanctioned premium and non-scheduled items do not exceed 10%, of the estimated cost. In the case of works other than civil works, the tendered amount will not exceed 5% of the estimated cost/Nigam's current of scheduled rates including admissible premium.
		XEN	Upto Rs.5 Lac	<p>Subject to the condition:-</p> <ul style="list-style-type: none"> i that the approval of next higher authority is obtained if a tender other than the lowest is to be accepted and also if single tender is to be accepted.

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
				ii) Tender rates are not more than 10% above those contained in the Haryana Schedule of rates including admissible premium or in the sanctioned estimate. In the case of work other than civil works the tendered amount shall not exceed 5% of the estimated cost/Nigam's schedule rate including admissible premium.
(B)	To issue work order for capital work/repair & mtc.	C.E. SE XEN AEE / AE	Full power Rs. 2 Lac Rs. 1 Lac Rs.50000/-	Subject to the condition:- i) For specific works subject to the condition that rates in excess of the schedule of rates or rates similar work on contract under progress are not allowed and works are awarded to parties actually executing a similar work on competitive tender rates. ii) It should be done against the sanctioned estimates. iii) Funds are available. iv) For smooth functioning of substation and continuity of power supply and mtc. of building etc. subject to the condition that it should be done against the sanctioned estimate and availability of funds.9
(C)	To accord sanction for extra items under contract for civil works	CE SE XEN	Full powers Item upto 20% of the contract value subject to a ceiling of Rs.5 Lac for all items whether provided or not in the agreement or schedule of rates In respect of contract accepted by the authority 20% of the contract value subject to a ceiling of Rs.50000/- for schedule & agreement item and Rs.25000/-for other items. Beyond this	i) These powers should be exercised for technical reasons only. ii) Scale of accommodation and furniture sanctioned by authorities should not be exceeded iii) These powers are in respect of each contract. iv) Value of Item not to exceed 20% of contract value

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
			sanction of S.E. would be necessary	
(D)	Acceptance of single tender after invitation of open tenders with the approval of the next higher authority	WTDS CE	Full Power Rs.10 Lac	Reasons for accepting a single tender and for not re-inviting fresh tenders should invariably be recorded while accepting a single tender.
(E)	Award of work by negotiations with the lowest tenderer	SPC CEs SE XEN	Full Power Rs. 1crore Rs. 10 Lac Rs.5 Lac	Reasons for carrying out negotiations shall be invariably recorded and approval of the next higher authority shall be obtained for carrying out negotiation except in the case of CEs who need only record the reason for awarding work on negotiation basis. In case where the lowest tender is not accepted, the reason should be recorded confidentially and prior approval of the next authority higher than one competent to accept the tender, should be obtained.
(F)	To write off in fructuous expenditure of constructions.	CE SE	2% of contract value 2% of contract value	Subject to ceiling of Rs.50000/- and by recording full justification in each case. Subject to ceiling of Rs.20000/- and by recording full justification in each case.
102	To make emergency purchase of laboratory chemicals, glass wares, spare for the Lab.	XEN/Chief Chemist AE/Chemist	Rs.5000/- Rs.2000/-	
103 (A)	To make purchase of equipments for testing required by M&T Lab / Transformer repair Workshops and calibration of instruments from approved labs.	S.E. XEN	Full Power Rs. 10000/- in each case	Subject to calling of limited enquiry
(B)	To sanction the expenditure on out sourcing of facility /work relating to maintenance of residential /non residential building such as routine maintenance, sanitation, harboricultural, roads and path etc.	C.E S.E. XEN	Full Power Rs. 5 Lac in each case Rs. 2 Lac in each case	Subject to the condition that the expenditure to be incurred is with in the annual sanctioned estimate as per TIE - 4 & after exhausting the regular manpower available.
(C)	To sanction the expenditure on out sourcing of facility for architect consultancy, design, drawing for the works.	C.E S.E. XEN	Full Power Rs. 50,000/- in each case Rs.10000/- in each case	Subject to budget provision

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
104	To get emergency work done like dewatering of flooded water from colony/Sub-station/offices	XEN	Up to Rs. 15000/- in each case	Full power with the approval of next higher authority.

Note:

1. **The Power delegated to various officers will be enhanced every year in April on the basis of increase in price index ending March of the year in comparison to the previous year. The % age increase on the basis of increase in price index will be decided by Director (Finance).**
2. **Superintending Engineer / Administration and Deputy Secretary/ Technical at Headquarters, Panchkula shall exercise the financial powers delegated to their counterparts in field in addition to the financial powers already available to them as provided in the Financial Delegation of Powers.**

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
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Amendment under DOP at Sr. No. 53 (04.10.07):-

Statement regarding “writing off shortages/breakages including oil found in damaged Distribution Transformers under Sr. No. 53 of Delegation of Powers, UHBVN”. It was clarified that the amendment be made effective from the date of circulation of the decision taken earlier by the Board of Directors i.e. 22.10.2002.

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
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Amendment under DOP at Sr. No. 49 (15.10.07):-

Sr. No.	Nature of Power	To whom delegated	Delegation in Rupees	Remarks
49	To write off actual losses of stock and T&P articles, shortages, breakages of various equipments.	<u>CE</u> <u>SE</u> <u>XEN</u>	<u>10000/-</u> <u>5000/-</u> <u>3000/-</u>	The competent authority may write off shortages, breakages including oil found in damaged equipments upto a maximum of 10% of cost of the equipment after conducting detailed enquiry by the concerned Executive Engineer-In-charge. Regarding reasons thereof to justify the shortages. Limit of Transformer oil to be waived off is upto 30% of capacity of the transformer.

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
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Amendment under DOP at Sr. No. 65 (06.11.06):-

In partial modification in clause No. 65 of revised delegation of powers issued vide notification No. 42/UH/GA/REG-35 dated 16.06.2006 the purchase of office furniture is hereby allowed from market also in addition to Super Bazar or consumer Coop. Store or other Govt. agencies as already applicable.

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
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Amendment under DOP at Sr. No. 26(F) (28.11.06):-

WTDs has approved the expost facto sanction for the replacement of Tyres and Tubes of 10 No. Vehicles for Head office & also approved the revision in DOP 26(F) to purchase tyres, tubes & flaps from an authorized dealer at the rates, terms & conditions applicable to Government departments issued from time to time to during the period when no valid DGS & D rate contract is available so that work does not suffer.

MD has also recorded minutes to ensure best rates for the purchase of tyres, tubes and flaps.

Sr. No.	Nature of Power	To whom delegated	Delegation in rupees	Remarks
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Amendment under DOP at Sr. No. 53 (08.10.07):-

The amendment be made effective from the date of circulation of the decision of BODs dated 22.10.07 relevant portion is reproduced as under:-

“In case of such officials who die while in Service the competent authority under the above delegation of Powers be allowed to write off total amount of loss with regard to the shortages/breakages including oil, as attributed to them, as a matter of amnesty”