

**Power Transmission Corporation of Uttarakhand Ltd.**

**पावर ट्रांसमिशन कारपोरेशन ऑफ उत्तराखण्ड लि०**

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पत्रांक 395/म.प्र.(वि.एवं कसं)/पिटकुल

दिनांक: 30/05/2009

## कार्यालय ज्ञाप

### क्षेत्रीय अधिकारियों को क्रय/कार्यों के सम्पादन हेतु अधिकारों का प्रतिनिधायन (Delegation of Power)

पावर ट्रांसमिशन कारपोरेशन ऑफ उत्तराखण्ड लिमिटेड के अन्तर्गत क्षेत्रीय इकाईयों के अधिकारियों को क्षेत्र में किये जाने वाले क्रय/कार्यों के सम्पादन को सहज एवं पारदर्शिता लाने तथा कार्यों में त्वरित गति प्रदान करने हेतु क्षेत्रीय इकाईयों को संलग्नानुसार अधिकारों का प्रतिनिधायन (Delegation of Power) प्रदान किया जाता है उक्त अधिकार दिनांक 01.06.2009 से प्रभावी होंगे।

संलग्न :- Delegation of Power.

आज्ञा से

**प्रबन्ध निदेशक**

पत्रांक 395/म.प्र.(वि.एवं कसं)/पिटकुल

तददिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

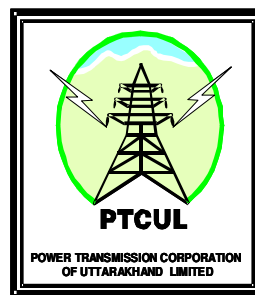
1. निजी सचिव, प्रबन्ध निदेशक, पिटकुल, देहरादून।
2. निदेशक (मा0सं0), पिटकुल, देहरादून।
3. अधिशासी निदेशक (परियोजना), पिटकुल, देहरादून।
4. समस्त महाप्रबन्धक, पिटकुल.....।
5. समस्त उपमहाप्रबन्धक/अधिशासी अभियन्ता/सहायक अभियन्ता, पिटकुल
6. समस्त उपमुख्य लेखाधिकारी/वरिष्ठ लेखाधिकारी/लेखाधिकारी/सहायक लेखाधिकारी/लेखाकार, पिटकुल, .....

  
(ए०के० तोमर)  
महाप्रबन्धक (वित्त)  
एवं कम्पनी सचिव

**POWER TRANSMISSION CORPORATION**

**OF**

**UTTARAKHAND LIMITED**



**DELEGATION OF POWER**

**(DOP)**

*30<sup>th</sup> May 2009*

# DELEGATION OF POWERS

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## SECTION - I

### Purchase / Works

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1	<p><b>(A) Purchases / administrative approval and calling of tenders</b></p> <p><u>Purchases of Stores Item</u></p>	<p>SDO</p> <p>Executive Engineer</p> <p>DGM</p> <p>GM / HOD</p>	<p>Upto Rs. 5,000 in each case subject to maximum of Rs. 20,000 per month <i>(through sealed quotation)</i></p> <p>(i) Upto Rs. 10,000 in each case subject to maximum of Rs. 50,000 per month <i>(through sealed quotation)</i></p> <p>(ii) Calling of Tender - More than 10,000 in each case subject to maximum of Rs.1 lac per case and also subject to overall monthly limit of Rs. 5 lacs <i>(through open tender only)</i></p> <p>More than Rs. 1 lac in each case subject to maximum of Rs. 5 lac per case and also subject to overall monthly limit of Rs. 50 lacs <i>(through open tender only)</i></p> <p>More than Rs. 5 lac in each case subject to maximum of Rs. 50 lac per case <i>(through open tender only)</i>.</p>	<ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ Purchase of decentralized items only</li> <li>▪ Purchases through competent Committee</li> </ul> <ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ Purchases through competent Committee</li> </ul> <ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ Purchases through competent Committee</li> <li>▪ Purchase of decentralized items only</li> <li>▪ Through open tender</li> </ul> <ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ Purchases through competent Committee</li> <li>▪ Purchase for decentralized items only</li> <li>▪ Through open tender</li> </ul> <ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ GM can authorize DGM to call tenders for purchases</li> <li>▪ Purchases through competent Committee</li> <li>▪ Through open tender</li> <li>▪ Purchase for decentralized items only</li> <li>▪ Purchases more than 50 lac per case through Corporate C&amp;P Department.</li> </ul>

	<p><b>(B) Execution of Works/ administrative approval and calling of tenders</b></p> <p><u>Execution of Works</u></p>	SDO	Rs. 10,000 in each case subject to maximum of Rs. 20,000 per month ( <i>through sealed quotation</i> )	<ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ Order for work execution through competent committee</li> </ul>
		Executive Engineer	More than 10,000 in each case subject to maximum of Rs.1 lac per case and also subject to overall monthly limit of Rs. 5 lacs ( <i>through open tender only</i> )	<ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ Order for work execution through competent committee</li> <li>▪ Through open tender</li> </ul>
		DGM	More than Rs. 1 lac in each case subject to maximum of Rs. 5 lac per case and also subject to overall monthly limit of Rs. 50 lacs ( <i>through open tender only</i> )	<ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ Order for work execution through competent committee</li> <li>▪ Through open tender</li> </ul>
		GM / HOD	More than Rs. 5 lac in each case subject to maximum of Rs. 50 lac per case ( <i>through open tender only</i> ).	<ul style="list-style-type: none"> <li>▪ Subject to approved Budget Provision</li> <li>▪ GM can authorize DGM to call the tenders for works</li> <li>▪ Order for work execution through competent committee</li> <li>▪ Through open tender</li> </ul>

**NOTE:** The above delegations shall also be applicable to officials of Civil Engineering Wing.

## SECTION - II

### Formation of Purchase & Works Committee

**(1) Division Level Purchase/Works Committee:**

- |   |                     |
|---|---------------------|
| Concerned Executive Engineer  | – Chairman          |
| Concerned SDO / Senior most SDO in Division                                     | – Convener & Member |
| AAO / Accountant posted at respective DGM Office<br>(nominated by GM (Finance)) | – Member            |

**(2) DGM / Circle Level Purchase/Works Committee:**

- |  |                     |
|--|---------------------|
| Concerned DGM                                    | – Chairman          |
| Concerned Ex. Engineer / Senior most Ex.Engineer | – Convener & Member |
| Dy.CAO / SAO / AO (nominated by GM (Finance))    | – Member            |

**(3) GM / Zone Level Purchase/Works Committee :**

- |                                 |                     |
|---------------------------------|---------------------|
| Concerned GM                    | – Chairman          |
| Concerned DGM / Senior most DGM | – Convener & Member |
| GM (Finance) / DGM (Finance)    | – Member            |

**Note:**

- 1. In case of either/or option the senior position in hierarchy shall be the member of the committee unless specifically nominated otherwise.*
- 2. Any case referred from GM / Zone level Committee to Corporate level Committee shall be processed and finalized by Corporate C&P Department, where GM (C&P) shall be the convener of the Corporate level Committee.*

## SECTION - III

### Short Term Tender

Short term tenders can only be called in case of emergency of works/purchases. The specification of the tender shall be published in the newspaper. No tender document shall be sold separately. Delegation of power w.r.t publication of short term tenders is as under:-

Sr. No.	Authority	Limit	Remarks
1.	GM	Upto Rs. 5.00 lacs	Tenders upto Rs. 5 lacs can be published with the prior approval of GM

**Note: -**

1. The cases for works / purchases having financial implication of more than Rs. 5.00 lacs upto Rs. 50.00 lacs shall be published by GM with the prior approval of ED (Projects) / Chief General Manager (O&M), as the case may be.
2. The complete case shall be produced within 10 days from the date of opening of tender before the competent committee. It is mandatory to place the order for work/purchases within 20 days from the date of opening of tender.
3. If the case is not produced before the competent committee within 10 days from the date of opening of tender the competent committee have the power to cancel the tender.
4. Expenditure should be within the approved Budget Provision.

## SECTION - IV

### Emergency Restoration System

Normally, operation and maintenance of Lines and Sub-stations are to be carried out by the field officers as per the prescribed O&M Manual and the provisions of the State Grid Code in order to ensure reliability and achieve maximum availability of transmission system.

Sometimes, trippings / faults take place in the substation equipments and lines of 400/200/132/33 KV on account of heavy storms/ snowfall / wind / rains / landslide / forest fire, occurring accidentally. Under such conditions, transmission system, lines and substations are rectified on war-footing basis, without loss of time on tender processing to ensure timely restoration of power supply either departmentally or by employing contractors through telephone or by personal contacts. Orders for supply of materials as well as works for restoration are placed with the supplier / contractor on single / limited quotation basis depending upon the availability of the material supplier / contractor. Field O&M officers are required to take up emergency restoration work immediately to ensure power supply at the earliest possible time. Such emergency restoration works are taken up on taking written approval or seeking telephonic approval with confirmation by fax from superior officers.

Delegation of power on Emergency Restoration System is as under:-

Sr. No.	Authority	Limit	Remarks
1.	Executive Engineer (O&M)	<ul style="list-style-type: none"><li>• Upto Rs.1 lac per case with the written approval or telephonic approval with confirmation by fax from DGM.</li><li>• More than Rs.1 lac but upto Rs.2 lacs per case with the written approval or telephonic approval with confirmation by fax from GM.</li><li>• More than Rs.2 lacs but upto Rs.5 lacs per case with the written approval or telephonic approval with confirmation by fax from CGM (O&amp;M).</li><li>• More than Rs.5 lacs per case with the written approval or telephonic approval with confirmation by fax from MD.</li></ul>	<i>Expenditure should be within the approved Budget Provision.</i>

## SECTION - V

### Printing & Stationery Purchase

Sr. No.	Authority	Limit	Remarks
1.	SDO / AE	Upto Rs. 2000 monthly (Upto Rs.500 Cash & above Rs.500 inviting sealed quotation)	
2.	Executive Engineer	(i) Upto Rs. 10000 monthly (Upto Rs. 500 Cash & above Rs.500 inviting sealed quotation)  (ii) Computer related stationery like printer cartridge, toner & other spare parts of propriety nature through authroised agent on the basis of single quotation Rs.10,000 per case subject to maximum of Rs.20000 yearly.  (iii) Stationery related to Sub-stations, SLDC and commercial documents beyond the above limit can be purchased after approval from competent authorities through open tender.	<i>Stationery shall also include Computer Printer Cartridge &amp; Photo State Machine Toner, expenses on photocopies etc.</i>  <i>Expenditure should be within the approved Budget Provision.</i>
3.	DGM	Upto Rs.10000 monthly (Upto Rs.500 Cash & above Rs. 500 inviting sealed quotation)	
4.	GM	Full power  (Upto Rs.500 Cash, upto Rs.10,000 by limited quotation & above Rs.10000 through open tender with the approval of GM Purchase & Works Committee)	

## SECTION - VI

### T&P

Sr. No.	Authority	Limit	Remarks
1	Executive Engineer	Upto Rs.1 lac per year through DGM / Circle Level Committee  GM Level Committee has full power beyond Rs.1 lac.	<ul style="list-style-type: none"><li>- <i>Purchases after sanctioned estimates</i></li><li>- <i>Purchases through Competent Purchase Committee.</i></li><li>- <i>All purchases through open tender</i></li><li>- <i>Expenditure should be within the approved Budget Provision.</i></li></ul>

## SECTION - VII

### Hiring of Vehicles

Hiring of vehicles for company officials, guests for official work shall be made as per guidelines / laid down procedure for hiring of vehicles through office memorandum issued from Corporate Office.

*NOTE:- The delegation of power is subject to the conditions that the officer hiring taxi/vehicle shall –*

- i) Record the specific reason for hiring;*
- ii) Ensure that the expenditure on hiring is in the interest of Company work;*
- iii) Satisfy that the charges are reasonable in relation to the quality of the service rendered; and*
- iv) Maintain separate proper account of expenditure incurred on hire charges.*
- v) Expenditure should be within the approved Budget Provision.*

## SECTION - VIII

### Loss of Stores

The delegation of power to approve loss of stores is given to 'three-member' committees at different levels. The members of the committee with loss approval limit are as under:-

Sr. No.	Authority	Limit of estimated amount of loss	Remarks
1.	DGM Level Committee consisting of - DGM - SAO / AO - Executive Engineer	Estimated Loss upto Rs. 10000/- of book value in each case	<ul style="list-style-type: none"><li>- No members shall be from the Division of which the case pertains to.</li><li>- The case enquiry shall be conducted by the concerned SDO /AE &amp; shall be forwarded to the concerned DGM.</li></ul>
2.	GM Level Committee consisting of - GM (O&M) - DGM (F) / Dy. CAO - Concerned DGM	Estimated Loss upto Rs.1 Lac of book value in each case.	<ul style="list-style-type: none"><li>- No members shall be from the Division of which the case pertains to.</li><li>- The case enquiry shall be conducted by the concerned Ex. Engr. &amp; shall be forwarded to the concerned DGM.</li></ul>
3.	HOD Level Committee consisting of - ED (Projects) / CGM (O&M) - GM (F) - GM (C&P)	Estimated Loss upto Rs. 5 Lacs of book value in each case.	<ul style="list-style-type: none"><li>- No members shall be from the Division of which the case pertains to.</li><li>- The case enquiry shall be conducted by the concerned Ex Engr. &amp; shall be forwarded to the concerned GM through DGM</li></ul>
4.	Corporate Level Committee consisting of members to be nominated on case to case basis	Estimated Loss more than Rs.5 Lacs of book value in each case	<ul style="list-style-type: none"><li>- Members shall be nominated by M.D.</li><li>- The case enquiry shall be conducted by the concerned Ex. Engr. &amp; shall be forwarded to the concerned GM through DGM and thereafter forwarded by concerned GM to ED (Projects) / CGM (O&amp;M), Corporate Office, as the case may be.</li></ul>

**Note:** The amount of Loss of Stores shall continue to appear against the concerned JE / Store-keeper as Miscellaneous Advance in the books of account of the concerned Division / Unit until the approval of the Loss of Stores by the respective Committee.

## SECTION - IX

### Non-Residential Hire of Land / Office/Space

Hiring of Non-Residential Land / Office / Space upto Division level shall be approved through DGM / Circle level Works/ Purchase Committee.

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## SECTION - X

### Sanction of Estimates

Sr. No.	Authority	Limit	Remarks
1.	Executive Engineer	a. Capital works upto Rs. 2 Lacs b. Full power for Deposit work with the prior Technical approval of DGM c. Approval of O&M works within approved Budget Provision. d. Special repair upto Rs.10000 yearly with the prior approval of DGM	<i>Expenditure should be within the approved Budget Provision.</i>
2.	DGM	- Capital works upto Rs. 5 Lacs. - Upto Rs. 2.00 Lacs yearly (for special R&M works) with the prior approval of GM	<i>Expenditure should be within the approved Budget Provision.</i>
3.	GM	- Capital works upto Rs. 10 Lacs - Full power for Special R&M works within approved Budget Provision.	<i>Expenditure should be within the approved Budget Provision.</i>

**Note:** Sanction of Estimates of Capital Works above Rs.10.00 Lacs shall be approved by ED(Projects) / CGM (O&M), as the case may be.

## SECTION - XI

### General

1. All works / purchases shall be strictly as per and within the approved Budget.
2. Prior approval of MD is mandatory for the purchases/works not approved in the Budget.
3. Once the purchases / works is approved in the Budget by BOD, there is no need for separate administratively or financial approval. However, in no case the expenditure shall increase the expenditure as approved in the Budget. The copy of the approved Revenue and Capital Budget shall be provided to the concerned GMs.
4. The details of the expenditure towards purchases/works shall be provided by the SDO/EE to the GMs on monthly basis. Monthly Statement of Expenditure of the works/purchases shall be compiled at GM level and a copy of the compiled Monthly Report shall be forwarded to GM (Finance) on monthly basis for Budget control purposes. A copy of the compiled Monthly Report shall also be sent from GM Office to the Corporate Audit Department on monthly basis for audit purposes.
5. For timely progress and transparency, concerned officer shall send the following report to concerned GM on regular basis :-
  - a. Date of approval of specification.
  - b. Date and amount of sanction of Estimates.
  - c. Date of application of tender according to specification.
  - d. Date of opening of tender.
  - e. Date of recommendation of tender.
  - f. Date of approval of tender by purchase/works committee.
  - g. Date of placement of order.
6. Concerned officer shall submit a report to its higher officer in the given format for all the works executed/sanctioned on monthly basis. A copy of the same shall also be sent to the Audit Department regularly on monthly basis. If the information does not reach to the higher officer(s) by 10<sup>th</sup> of the next month, then the higher official can issue appropriate order including suspension of further work till further orders and recommend administrative action.

S.No.	Purchase of material / work order no & date or Agreement No. and date	Purchase of material /execution of work order/ complete detail of contractors	Material purchase of stores / brief description of work	Quantity of material purchase/ execution of work	Rate of material purchased/ execution of work	Total amount of material purchased/ execution of work
1	2	3	4	5	6	7

7. The concerned officer shall also be responsible to issue work completion report within a month of work completion.
8. If delegation of power is not specifically defined at any particular level, the power of the concerned official shall not be less than the power delegated to his immediate sub-ordinate officer in the hierarchy.
9. The purchases / execution of work at Divisional Level shall be of urgent nature only. The stores items so purchased shall be consumed / work order issued shall be executed and completed promptly, preferably within a month from the date of award. No material shall be procured unless available in the stores.
10. Executive Engineer is responsible to arrange / carry out technical inspection of at least 20% of purchase/works executed in the Division / Zone every year. The report on this technical inspection shall also be sent to his reviewing officer quarterly. Reviewing Officer, if necessary, shall also conduct inspection of the purchases / works executed.

11. The purchases / works executed at various levels are subject to financial audit by the Internal Auditors/Internal audit department on concurrent basis.
12. It is the responsibility of the authority placing the order to confirm the non-availability of material in stores before placing any order for purchase of stores items from outside.
13. The Corporation shall not be responsible for any purchases/works executed beyond the provisions made in the approved budget. Expenditure beyond the approved budget shall be the personal responsibility of the officer(s) concerned incurring such expenditure. Purchases / Works committee does not have any power to approve expenditure beyond the amount provided in the approved budget. Administrative and punitive action shall be taken against the erring officials made any purchases/works executed beyond the approved budget.
14. Materials, which are of proprietary nature, e.g. VCBs, Capacitor Banks, etc., on need based requirement can be procured from the respective manufacturers / authorized dealers on approved price list / single quotation basis.
15. Except for the regular O&M works, the details of the Scheme and Sanctioned Estimate No. & Amount shall also be recorded in Tender Document as well as in the Contract Agreements.

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