

**Revised Delegation of Powers to the Officers of the Nigam (General)**  
**(Effective from 01.04.2004)**

**General Instructions**

I) All the powers will be exercised with the concurrence of respective accounts authority except the expenditure up to Rs.5000/-.

II) The powers which are common to E&M and Civil Wing will be exercised by both.

III) Wide publicity will be given as per norms for tenders of Works/Supplies/Award of Contracts costing above Rs. 1,00,000/-.

IV) Wherever on any matter the Delegation of Powers or the Purchase Manual is silent, the same shall be regulated as per provisions of GF&AR / PWF&AR , as the case may be.

**SECTION-I**

(Works & Estimates)

- Notes: (1) Estimate should be framed at prevailing rates. Where Scheduled rates are adopted, a suitable adjustment should be made to bring them in line with prevailing market rates.
- (2) The term 'works' includes deposit works and contribution works.
- (3) The work should be carried out by the Unit Officers only after Administrative Approval has been accorded and Technical Estimates sanctioned.
- (4) Before commencement of works WIM Nos. shall be obtained from respective Circle Accounts Officer who before allotting WIM Nos. shall ensure that specific Budget Provision exists and in respect of deposit and contribution works requisite deposit has been received.
- (5) These estimate shall include Civil Works other than Administrative & Residential buildings. However, for civil wing it will include Administrative & Residential buildings also.

| Item No. | Nature of Powers  | To whom delegated                          | Extent of delegation  |  |
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| 1        | 2   | 3  | 4   |  |
| I(a)     | To accord technical sanction to the detailed original, revised or supplementary estimates subject to the condition that fresh administrative sanction is sought if the detailed, revised or supplementary estimates exceed by 10% of overall estimate or in case of | 1. CE/ACE/ZCE<br>2. SE<br>3. XEN<br>4. AEN | Full Powers<br>Upto Rs. 10 lakhs in each case<br>Upto Rs. 6 lacs in each case<br>Upto Rs. 1 lac. in each case |  |

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|   | substantial modification from the original proposals, of the approved scheme.  |  |  |      |
| Note : In case of difference of opinion whether modification is substantial modification or not, the same shall be decided by Director (P&R) whose decision shall be final. |  |  |  |      |
| 1(b)  | To accord technical sanction in respect of 400kV projects  | CE(PP&M)   | Full Powers  |      |
| Note : Technical sanction is not necessary in cases of procurement of material by MM/PP&M wing.   |  |  |  |      |
| 2(a)  | To accord administrative & financial approval for construction of new EHV Scheme (Lines & Sub-Stations)  | 1.BOD<br>2.WTDs  | Full Powers<br>Scheme costing up to Rs. 2 crores   |      |
| 2(b)  | To accord administrative approval for capital expenditure on works of augmentation of sub-stations, transmission lines and associated works              | 1. WTDs.<br>2. Director(P&R)<br>3. CE (PP&M)                     | Full Powers<br>Upto Rs. 200_lacs. in each case<br>Upto Rs. 100_lacs. in each case  | <br> |
| 3   | To accord sanction for ordinary repair and maintenance of transmission lines & GSS including minor Civil Works   | 1. CE/ACE/Dy. CE<br>2. S.E.<br>3. XEN<br>4. AEN/I/C Sub-stations | Full Powers<br>Full Powers<br>Upto a limit of Budget allotment<br>Upto a limit of Budget allotment                           |      |
| 4   | To sanction estimates technically within the limits of budget allotment for maintenance works during construction chargeable to the project estimates    | 1. CE/ACE/Dy. CE<br>2. S.E.<br>3. XEN                            | Full Power<br>Upto Rs. 50000/- in each case<br>Upto Rs. 25000/- in each case   |      |
| 5   | To sanction estimates for special repairs of transmission lines and GSS equipments, Cranes, Filter Machines, Circuit Breakers etc. including Civil Works | 1. CE/ACE/Zonal Chief Engineer<br>2.Dy.CE/ S.E.                  | Full Powers<br>Upto Rs. 2,50,000/- in each case. Repairs to be got done & services of the specialist to be obtained from the |      |

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|   |  |   | <p>manufacturer/<br/>principal/ sole<br/>distributors of the<br/>manufacturer after<br/>obtaining price<br/>quotations &amp;<br/>verifying the<br/>reasonability of the<br/>rates charged in the<br/>said estimates subject<br/>to CE's prior<br/>approval if such<br/>repairs involve<br/>alterations of design<br/>of works of EHV<br/>lines/ sub-stations</p>   |  |
| 6 | <p>To authorize commencement of emergent repairs including purchase of spares in anticipation of sanction to estimate &amp; allotment of Budget.</p> | <p>1. CE/ACE<br/>2. Dy. C.E.<br/><br/>3. S.E.</p> | <p>Full Powers<br/>Full powers subject to the budget allotment not being exceeded and subject to the condition that the budget allotment for the same works is asked for immediately.<br/>Full powers provided that in such cases an approximate sum is fixed to the expenditure of which sanction is provisionally given and the XEN held responsible for submission of detailed estimate at earliest possible date and subject to the condition that the</p> |  |

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|       |  |   | budget allotment for same works is asked for immediately.  |  |
| 7 (a) | To pass excess over 'G' schedule value of works where only Material Part is involved (including premium) sanctioned by themselves or by higher authorities | 1. WTDs<br>2. CE/ACE/Dy.CE<br><br>3. SE/XEN.  | Full Power<br>Upto 50% of the original quantity of each item subject to 20% of the tendered amount of work of which tenders sanctioned by him or WTDs.<br>Upto 50% of the original quantity of each item subject to 20% of the tendered amount of work of which tenders sanctioned by him. In case the above limit exceeds, the power will be exercised by the next higher authority adjudging the prevalent tender premium, site and market conditions. |  |
| 7(b)  | To pass excess over 'G' schedule value of works sanctioned by themselves or by higher authorities (where only Labour Part is involved).                    | 1. WTDs<br>2. CE/ACE/ Dy.CE<br><br>3. SE /XEN | Full Powers<br>Upto 50% of the tendered amount shown in the 'G' Schedule sanctioned by him or WTDs.<br>Upto 50% of the tendered amount shown in the 'G' Schedule sanctioned by him. In case the above limit exceeds,   |  |

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|  |  |  | the power will be exercised by the next higher authority adjudging the prevalent tender premium, site and market conditions. |  |
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Note:1. If the cost of the works according to the revised 'G' Schedule exceeds the limit of their powers for according sanction, the estimate should be submitted to the next higher authority for sanction. The original cost plus the above excess should not exceed the powers delegated to the concerned officer.

2. No officer is competent to pass any excess over a revised estimate sanctioned by an authority higher than himself.
3. The next higher authority, shall have full power in respect of contract sanctioned by its lower authority provided such excess does not exceed technical estimate.
4. If the cost of the work according to revised estimates exceed the limit of their powers for according technical sanction, the estimate should be submitted to the next higher authority for sanction.
5. The Chief Engineer/ACE/Dy.CE will have full powers to sanction excess work in respect of contract sanctioned by any lower authority.

| Item No. | Nature of Powers  | To whom delegated                                       | Extent of delegation   |  |
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| 1        | 2   | 3   | 4  |  |
| 7(c)     | To sanction payment for Addl. Items (extra items not included in 'G' schedule but is/are existing in approved schedule of rates). | 1.WTDs<br>2.CE/ACE/ ZCE.<br><br>3.Dy.CE/SE<br><br>4.XEN | Full Powers<br><br>Upto 20% of the sanctioned estimate/ 'G' Schedule or Rs. 5.0 lacs which ever is less.<br><br>Upto 20% of the sanctioned estimate/ 'G' Schedule or Rs. 2.0 lacs which ever is less.<br><br>Upto 20% of the sanctioned estimate/ 'G' Schedule or Rs. 25,000/- which ever is less. |  |



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|    |  |  | WTD before carrying out the proposed change.  |  |
| 9  | To divert provision for contingency (Capital Works) to meet cost of any new work or repair not provided for in the estimate provided such diversion does not materially alter the design provided in the original estimate sanctioned by a higher authority and is in respect of the work fairly contingent upon the work itself | 1. CE/ACE/Dy. CE<br>2. S.E.<br>3. XEN  | Full Powers<br>Upto Rs 1,00,000/- in each case<br>Upto Rs. 25000/- in each case   |  |
| 10 | To transfer savings for one detailed head of classification to another within the same sub-work of sanctioned estimates  | CE/ACE/Dy. CE  | To the extent of their powers to accord final technical sanction to detailed estimate for original works provided that in the case of residential building the transfer does not cause an excess of more than 10% over the amount allowed for it. |  |
| 11 | To sanction the purchase of furniture & fixtures for each office/GSS subject to budget provision.  | 1. Secretary/HODs/<br>CE/ACE/Dy.CE<br>Zone In charge<br>2. Dy. CE<br>3. S.E.<br>4. XEN | Full powers<br><br>Rs. 75,000/-<br>Rs. 50,000/-<br>Rs. 25,000/-   |  |
| 12 | To approve basic schedule of rates based on detailed analysis in each district   | CE/ACE/Dy. CE/<br>Zone In charge/SE<br>(Civil)   | Full Powers   |  |
| 13 | Re-appropriation of funds  | 1. CE/ACE/Dy. CE(<br>Zone In charge)   | To sanction re-appropriation of funds from one Circle to another under the  |  |

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|  |  |  | <p>same minor head within a grant sanctioned provided that:</p> <p>(a) Such re-appropriation does not involve the undertaking of recurring liability</p> <p>(b) The re-appropriation is not made to a new service or project not contemplated in the budget for the year.</p> <p>(c) The re-appropriation has not the effect of increasing the expenditure on an item, the provision for which has been specifically reduced by the Nigam.</p> <p>(d) The total budget provision for minor works under a minor or departmental head is not incurred.</p> <p>(e) The re-appropriation does not involve a transfer of funds to a work or project which has not received the requisite administrative approval and technical sanction or does not involve an appropriation of funds in excess of the</p> |  |
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|  |  |         | <p>amount of estimates, if technical sanction has been accorded</p> <p>(f) The amount of re-appropriation from or to a single major work does not exceed Rs. 25,000 &amp;</p> <p>(g) A copy of the order sanctioning the re-appropriation shall be communicated to the Accounts &amp; Finance Branch of the Nigam and to the CCOA as soon as it is passed.</p>   |  |
|  |  | 2. S.E. | <p>(a) Original works to sanction re-appropriation within funds allotted to his Circle from one work head to another subject to the following conditions:-</p> <p>(i) that the total of the amounts proposed to be re-appropriated from or to a single major work does not exceed Rs. 10,000/-</p> <p>(ii) that in the case of resumption the head of the department concerned is informed of the fact explaining why it was not possible to spend the appropriation on the work in-question</p> <p>(iii) that the re-</p> |  |

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|  |  |  | <p>appropriation was confirmed to works under the same minor or departmental head</p> <p>(iv) that the re-appropriation does not involve a transfer of funds to a work or project which has not received the requisite administrative approval and technical sanction or does not involve any appropriation of funds in excess of the amount of the estimates if technical sanction is accorded.</p> <p>(v) that the re-appropriation has not the effect of increasing the total budget provision for minor works under a minor or departmental head.</p> <p>(vi) that the re-appropriation has not the effect of increasing the appropriation under a Unit which has been reduced by a higher authority and</p> <p>(b) Repairs &amp; Tools and plants: lump sum will be allotted by the Chief Engineer for each Circle under the primary unit under these heads. The S.E.</p> |  |
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|  |  |        | should redistribute the amount under each primary unit amongst the several Divisions under him.   |  |
|  |  | 3. XEN | <p>(A) <u>Major Works</u>: To sanction re-appropriation subject to the following conditions:</p> <p>(i) that the total of the amount proposed to be re-appropriated from or to a single major work should not exceed Rs. 500/-</p> <p>(ii) that in the case of resumption, the head of the department concerned should be informed of the fact explaining why it was not possible to spend the grant on the work in question</p> <p>(iii) that the amount used on that account be debited to major works not provided for in the budget</p> <p>(iv) that the re-appropriation are confirmed to works under the same minor or departmental head.</p> <p>(B) <u>Minor works</u>: Full powers to re-appropriate the funds between the minor works within the</p> |  |

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|  |  |  | <p>Divisions subject to the following conditions:</p> <p>(i) No transfer should be made from one head to another</p> <p>(ii) The re-appropriation does not involve a transfer of funds to work or project which has not received requisite administrative approval &amp; appropriation of funds in excess of the amount of the estimate, if technical sanction has been accorded, and</p> <p>(iii) that the re-appropriation has not the effect of increasing the total provision for major works under a minor or departmental head.</p> |  |
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Note: Copies of orders sanctioning any re-appropriations should be communicated to the Accounts Branch of the Nigam through proper channel and to the CCOA as soon as orders are passed.

**SECTION-II**  
(Contracts and Tenders)

| Item No. | Nature of Powers  | To whom delegated  | Extent of delegation  |  |
|----------|---|--|---|--|
| 1        | 2   | 3  | 4   |  |
| 14(A)    | To accept tenders & approve award of contracts for electrical & mechanical original works, and to award contracts for O&M works of Sub-Stations and line including repair works, overhauling, service/testing, inspection (with or without material) of Plant & Machinery, equipment and T&P with associated minor Civil Works for sanctioned works or part of sanctioned works in accordance with technically sanctioned estimates | <p>1. WTDs</p> <p>2. Committee consisting of CE concerned, CE (MM) &amp; CCOA</p> <p>3. Committee consisting of:<br/>(a) Concerned CE/ACE/ Zonal Chief<br/>(b) CAO/ Sr. AO/AO as the case may be<br/>(c) One CE/ ACE/ Dy. CE to be nominated by the CMD</p> <p>4. Committee consisting of:<br/>(a) Dy. CE/SE<br/>(b) Zonal Sr.AO /AO<br/>(c) One SE as nominated by the CMD</p> <p>5. Committee consisting of:<br/>(a) XEN<br/>(b) AAO<br/>(c) One other XEN to be nominated by Zonal CE</p> <p>6. Committee consisting of:<br/>(a) AEN (Sub Dvl. Officer)<br/>(b) Accountant<br/>(c) One AEN to be nominated by Circle SE</p> | <p>Full Powers</p> <p><i>If lowest tender is accepted</i></p> <p>Rs. 100 lacs in each case</p> <p>Rs. 25 lacs in each case</p> <p>Rs. 5 lacs in each case</p> <p>Rs. 1,00,000/- in each case</p> <p>Rs. 50,000/- in each case</p> | <p><i>If other than lowest tender is accepted</i></p> <p>Rs. 25 lacs in each case</p> <p>Rs. 10 lacs in each case</p> <p>Rs. 1 lac. in each case</p> <p>Rs. 50,000/- in each case</p> <p>Rs. 15,000/- in each case</p> |

Note: (i) Whenever other than lowest offer is accepted reasons, thereof must be recorded & submitted for perusal of the next higher authority.

(ii) This delegation will not be used exclusively for transportation

(iii) That the value of material to be supplied under works contract shall not exceed 40% of the contract value for the contracts with material.

(iv) Wide publicity will be given in News Papers as per norms for works costing above Rs. 1,00,000/-

(v) In case of difference of opinion in SE level committee, the committee will be chaired by ZCE/CE/ACE concerned.

(vi) Deciding rate contract for erection of line & maintenance works of Transmission, the concerned CE/ACE/Dy.CE/SE should finalise rate contract, after making proper BSR for such works in Circles under him. Such rate contract should invariably be finalised after inviting open tenders.

For this purpose circle SE should also make registration of Contractors as prescribed.

For finalising the rate contract, Circle Level Committee to be constituted shall be as under:

1. Zonal Chief
2. Concerned SE
3. Zonal Sr. AO/AO as the case may be
4. One SE to be nominated by the CMD shall be the Member of Committee.

The rate contract price shall be finalized only in respect of regular nature of works & not for the works of occasional nature. Each order at Rate Contract Price shall be subject to following financial limits and subject to availability of the specific budget provision for the purpose

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| 1. WTDs               | Full Powers                     |
| 2. CE/Zonal Chief/ACE | Upto Rs. 25 lacs in each case   |
| 3. Circle SE          | Upto Rs. 5 lacs in each case    |
| 4. XEN                | Upto Rs. 50,000/- in each case. |

The contract on rate contract shall be given only to the firms registered at Zonal level/ Circle level.

| Item No.     | Nature of Powers   | To whom delegated | Extent of delegation                |  |
|--------------|--|-------------------|-------------------------------------|--|
| 1            | 2  | 3                 | 4                                   |  |
| 14(B)<br>(i) | To accept tenders & approve transportation of material including loading and unloading | 1. WTDs           | Full Powers                         |  |
|              |  |                   | <i>If lowest tender is accepted</i> | <i>If other than lowest tender is accepted</i> |

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|  |  | 2. CE/ACE/<br>Dy.CE<br>Zonal In<br>charge | Rs. 5<br>lacs in<br>each<br>case    | Rs. 2.5 lacs in<br>each case |  |
|  |  | 3. S.E.                                   | Rs. 1.25<br>lacs in<br>each<br>case | Rs. 62,500/- in<br>each case |  |
|  |  | 4. X.EN                                   | Rs.<br>20,000/-<br>in each<br>case  | Rs. 10,000/- in<br>each case |  |
|  |  | 5. AEN                                    | Rs.<br>10,000<br>in each<br>case    | Rs.5000/- in<br>each case    |  |

Note:- Whenever other than lowest offer is accepted, reasons thereof must be recorded and submitted for perusal of the next higher authority.

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| 14(B)<br>(ii) | To approve the transportation of material, loading, unloading, stacking after recording reasons of urgency without call of tenders. | 1. XEN<br>2. AEN           | Upto Rs.5000/-<br>in each case.<br>Upto Rs.<br>1000/- in each<br>case |  |  |
| 14 (C)<br>(i) | To accept tenders & to approve execution of EHV lines & sub-station construction works, excluding cost of equipment & line material | 1. WTDs                    | Full Powers   |  |  |
|               |   |                            | <i>If lowest tender is accepted</i>                                   | <i>If other than lowest tender is accepted</i> |  |
|               |   | 2. Committee consisting of | Rs. 50 lacs in each case  | Rs. 25 lacs in each case                       |  |

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|  |  | both ZCEs (T&C), CE(MM) & CCOA                      |                          |                            |  |
|  |  | 3. Zonal Chief Engineer (T&C) & Sr. AO (T&C)        | Rs. 10 lacs in each case | Rs. 5 lacs in each case    |  |
|  |  | 4. Committee consisting of SE(TCC) & the Circle AO. | Rs.2.5 lacs in each case | Rs. 1.00 lac. in each case |  |
|  |  | 5. Committee consisting of XEN & AO /AAO            | Rs.1.00 lac in each case | Rs.50,000/- in each case   |  |

Note:- 1. When other than lowest offer is accepted reasons thereof may be recorded and Submitted for perusal of the next higher authority.

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| 14(C)<br>(ii)  | To approve the award of contract for electrical & mechanical original works/ execution of EHV lines & sub-station construction works, excluding cost of equipments & line material including minor Civil Works, with limited tenders | 1. WTDs<br>2. CE/ACE/<br>Zonal Chief<br>3. S.E.<br>4. XEN | Full Power<br>Rs. 1,00,000/-<br>in each case<br><br>Rs. 30,000/-<br>in each case<br><br>Rs. 10,000/- in<br>each case |  |  |
| 14(C)<br>(iii) | To approve the award of contract for electrical & mechanical works/of EHV lines & sub-station including Civil Works in break-down cases without  | 1. WTDs<br>2. CE/ACE/<br>Zonal Chief<br>3. S.E.           | Full Power<br>Rs. 2,00,000/-<br>in each case<br><br>Rs. 60,000/-<br>in each case                                     |  |  |

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|  | call of tenders.  | 4. XEN   | Rs. 20,000/- in each case   |  |  |
| Note:- Delegations under item 14(C) (ii) & 14(C) (iii) may be exercised only in emergent circumstances. In case of item 14(C) (iii) concurrence from Accounts Authority will not be necessary. |   |  |   |  |  |
| 14 (D)   | To sanction & award contract for works, repairs, testing, inspection, overhauling and servicing of Plant & Machinery equipment T&P (with & without material), including associated Civil Works & transportation, on single tender basis for sanctioned work or part of a sanctioned work in accordance with technically sanctioned estimates. |  |   |  |  |
|  | I. To Central & State Govt. Undertaking Deptt. Viz. BHEL, ILK, NGEF, Railways, BEML etc. when they are original manufacturers   | 1 WTDs<br>2. CE/ACE/<br>Zonal Chief<br><br>3. Dy.<br>C.E./SE<br>4. XEN | Full Powers<br>Upto Rs. 25 lacs in each case<br><br>Upto Rs. 7 lacs in each case<br><br>Upto Rs. 50,000/- in each case. |  |  |

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|  | II. To standard & reputed original manufacturers of machinery or original equipment supplier to that manufacturer or their authorized dealers/service centres (other than Public/ Govt. undertakings) | 1 WTDs<br>2. CE/ACE / Zonal Chief<br>3. Dy. C.E./SE (TCC)<br>4. XEN<br>5. AEN    | Full Powers<br>Upto Rs. 3 lacs in each case<br><br>Upto Rs. 1.5 lacs in each case<br><br>Upto Rs. 25,000/- in each case<br><br>Upto Rs. 5,000/- in each case   |  |
|  | III. Other parties/ firms   | 1. WTDs<br>2. CE/ACE / Zonal Chief Engineer<br>3. Dy. CE /SE<br>4. XEN<br>5. AEN | Full Powers<br>Upto Rs. 50,000/- in each case subject to annual limit of Rs. 4 lacs in a year<br><br>Upto Rs. 20,000/- in each case subject to annual limit of Rs.2 lacs<br><br>Upto Rs. 10,000/- in each case subject to annual limit of Rs. 1 lacs<br><br>Upto Rs. 5,000/- in each case subject to annual limit of Rs.50,000/- |  |

- Note:- (1) All the above powers should be exercised after recording detailed reasons for not calling open/limited tenders & informing the next higher authority.
- (2) The authority concerned shall certify that rates allowed are reasonable and comparable to the prevailing market rates except in case of open tenders.

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| 14(E) | To award annual contract for up-keep & maintenance including cleaning of | 1. WTDs<br>2. Secy./ HOD/CE/ ACE/ Zonal Chief | Full Powers<br>Rs. 2 lacs in each case |  |
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|  | premises of non-residential buildings/ Project/ Plants / Rest Houses/ Offices   | 3. Dy. CE/SE<br>4. XEN<br>5. AEN/AO (in case of independent office)    | Rs. 1.0 lac in each case<br>Rs.50,000/- in each case<br>Rs.25,000/- in each case                |  |
| 14(F)  | To award annual contract for up-keep and maintenance including cleaning, maintaining sanitary and electrical installations for residential colonies, complex, rest house, offices, lawns and gardens, plantation & watering etc.,   | 1.WTDs<br>2. CE(Civil)<br>3.Dy.CE(Civil)/ SE (Civil)<br>4. XEN (Civil) | Full Powers<br>Rs. 5 lacs in each case.<br>Rs. 2 lacs in each case.<br>Rs. 1 lac in each case.  |  |
| 14(G)  | To accord annual contract for up-keep and maintenance including cleaning etc. of GSS yard.  | 1.ZCE<br>2. SE (S/S I/C)<br>3. XEN (S/S I/C)<br>4. AEN (S/S I/C)       | Full power<br>Rs.2 lacs per S/S<br>Rs.1 lac per S/S<br>Rs.50,000/- per S/S                      |  |
| 14(H)  | To arrange drinking water for Staff and colony.   | 1.SE (S/S I/C)<br>2.XEN (S/S I/C)<br>3. AEN (S/S I/C)                  | Rs.50,000/- per S/S per month<br>Rs.25,000/- per S/S per month<br>Rs.10,000/- per S/S per month |  |
| 14(I)  | To issue work order to other enlisted contractors without calling tenders on same rates and terms for remaining works in cases where the original contractor fails to give stipulated progress and decision has been taken by competent authority as per conditions of the contract (including splitting up of such incomplete works with permission of CE/ZCE) | 1. WTDs<br>2. CE/ACE/<br>Dy. CE/ SE                                    | Full Powers<br>Full Powers to the original sanctioning authority.                               |  |
| Note : If the expenditure exceeds above limits, the case shall be approved by next higher authority. |   |  |   |  |
| 15(A)  | To issue work order for original or repairs of Civil  | 1. XEN (E&M)   | Upto Rs. 15000/- in each case   |  |

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|   | Works other than Admn. Residential & office buildings upto the sanctioned estimate without inviting tenders  | 2. AEN (E&M)                                       | Upto Rs. 6000/- in each case                                    |  |
| 15(B)   | To issue work order for Electrical & Mech. Original works or repair works upto the value of the technically sanctioned estimate without calling tenders provided the work order are given on such rate as already accepted for works of similar nature based on call of competitive tenders by SE & above in the vicinity either in progress or completed during preceding six months.                     | 1.CE/ACE/Dy. CE<br>2. SE                           | Full Powers<br>Rs. 50,000/- in each case (Rs. 5 lacs in a year) |  |
| <p>Note:- (a) These powers are to be exercised only in emergency after recording reasons and limiting to the powers for which the committee concerned is competent under item No. 14(A) of DOP.</p> <p>(b) The amount of repeat order under this item shall not exceed the amount of original order approved under item No. 14(A) of DOP.</p> |  |  |   |  |
| 15(C)   | To approve expenditure in each case for the services of the Erectors / Erection Engineers/ Commissioning Engineers/ Supervising Engineers of the Manufacturers/ Suppliers for the purpose of repair/ erection or supervision of Plants, Machinery & equipments with boarding and lodging, Medical facilities, actual expenses for journey, conveyance, daily allowance rates for every day of absence from | 1. CE/ACE/ Zonal Chief<br>2. Dy. C.E/S.E<br>3. XEN | Full Powers<br>Rs. 1 lac.<br>Rs. 40,000/-                       |  |

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|  | their H.Qs including on working days and transit period i.e. date of departure from their HQs to date of return to their HQs overtime etc. |  |  |  |
| Note: The authorities at Sr.No.2 & 3 above will exercise their power on the rates as approved by concerned CE (T&C).   |  |  |  |  |
| 15(D)  | To sanction advance payment in each case for the jobs detailed in item No. 15(C)   | 1. CE/ACE<br>2. Dy.CE<br>3. SE                           | Full Powers<br>Rs.1 lac<br>Rs.50,000/-   |  |
| <p>Note:- (1) Authorities mentioned at item No. 2 &amp; 3 of Col. 3 above shall make advance payment upto 50% of the estimates obtained and approved under item 15 (C) of Delegation of Powers and balance payment has to be finalized/ released on completion of the job.</p> <p>(2) Advance payment under item 15(D) shall be made to the manufactures/suppliers of established reputation having standing contracts with the Nigam and subject to obtaining an undertaking from the firm that in case the amount so advanced to them, is not utilized or in case they fail to depute their Engineers for the purpose, they will refund the amount/ advance immediately but not later than a month, otherwise the said amount together with interest @ 21% per annum will be recovered from the due payment against any of their orders of erstwhile RSEB./Nigam.</p> <p>(3) No advance payment will be allowed to those manufacturers/suppliers against whom the previous advance is outstanding except with the approval of the Whole Time Directors.</p> <p>(4) No expenditure shall be incurred unless there is a budget provision for the same.</p> |  |  |  |  |
| 16   | To grant for recorded reasons an extension of time for the execution of works or supply of material or other performance of a contract     | 1. WTDs<br>2. Secy/ CE/ CCOA/HOD/ ACE/ZCE/Dy. CE./SE/XEN | Full powers<br>Full powers with or without recovery for delay in case of contracts accepted by them provided that the approval of the next higher authority is obtained in case the extension exceeds by a period equal to the time allowed for execution in the |  |

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|  |   |  | <p>original contract, provided that a committee consisting of CE(MM), CE(PP&amp;M) &amp; CCOA shall have full powers to grant extension for recorded reasons.</p> <p>An extension of time beyond the powers delegated to the officers at item no. 2 in col.3 is subject to no extra burden on the Nigam as a result of grant of extension.</p> <p>In case unanimous decision is not arrived at by the committee, the Whole Time Directors of the Nigam will act as reviewing authority and accord decision in terms of the full powers delegated to them.</p> |  |
| 17(a)  | To advertise for tenders when necessary and sanction expenditure on such advertisement. | 1.PRO/APRO with approval of Secretary<br>2. S.E. | Full Powers<br><br>Rs. 1,000/- in each case   |  |
| Note:-Advertisement is to be issued only in such papers as approved by the Nigam from time to time |   |  |   |  |
| 17(b)  | Publicity & Advertisement   |  |   |  |

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|   | (a) Advertisement in dailies (other than display advertisement)  | Secretary  | Full Powers   |  |
|   | (b) Publicity & Advertisement in other than Dailies (display advertisement etc.)   | CMD  | Full Powers   |  |
| 18.   | To remit or reduce for recorded reasons the penalty imposed in the agreement or contracts  | 1. WTDs<br>2. Concerned Committee  | Full Powers<br>Full Powers in respect of contracts accepted by lower authorities  |  |
| <p>Note:- Provided that a committee consisting of CE(MM), concerned CE &amp; CCOA shall have full powers beyond the purview of present delegation of powers, except that of the Whole-time Directors.</p> <p>In case, unanimous decision is not arrived at by the committee, the Whole-time Directors of the Nigam will act as reviewing authority and accord decision in terms of the full powers delegated to them.</p> |  |  |   |  |
| 19(a)   | To sanction refund of security deposits of contractors in all cases of original & repairs works or supplies after the lapse of period, if any, specified in the contract or tender notice or purchase orders | 1. CE/ACE/ DY.<br>CE/Secy./HOD<br>2. S.E.<br>3. XENs & AENs/<br>Head of Office | Full Powers<br>Full Powers<br>In case where the amount of the work or supplies does not exceed their power to accept contract |  |
| 19(b)   | To sanction refund of earnest money to the unsuccessful tenderer, for supplies/works, after order has been placed upon the successful tenderer   | The authority who has accepted the tenders and earnest money.                  | Full Powers   |  |
| 20(a)   | To rescind contract provided such cancellation allocation does not result in any loss to the Nigam   | 1. CE/ACE/Dy.<br>CE<br>2. Others   | Full Powers<br>Upto the limit of their powers of acceptance of contract   |  |
| 20(b)   | To waive the condition   | The authority  | Full powers   |  |

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|         | regarding earnest money pursuant to provision of para 17.10 & 25-6 of the Purchase Manual 1999.      | competent to make purchase/award works                       |  |  |
| 20(c)   | To waive the condition of security deposit   | 1. WTDs<br>2. Secretary/CE/ACE/CCOA/Dy. CE<br>3. SE & Others | Full powers, for works contract<br>Full powers for supply of material by the firms of repute or registered with respective wing of RVPN. In case of other firms the present prescribed percentage should invariably be taken unless they are so exempted by the orders of the CMD in consultation with Director (F&CA)<br>As above |  |
| 20 (d ) | Acceptance of Security in form of Bank Guarantee, NSC/IVP/KVP and Indemnity Bond instead of in cash. | Secretary/CE/ACE/CCOA/Dy.CE/SE/XEN/AEN/Head of Office        | Full powers for contract up to the extent of their purchase power.   |  |

### SECTION-III

(Power to execute contract after sanction has been accorded by the competent authority)

| Item No. | Nature of Powers   | To whom delegated        | Extent of delegation   |  |
|----------|--|--------------------------|--|--|
| 1        | 2  | 3                        | 4  |  |
| 21       | Instruments relating to acceptance of tenders  | 1. HOD/S.E<br>2. XEN/AEN | Upto an unlimited amount<br>Upto the powers of sanctioning of tenders. |  |
| 22       | Bonds of auctioneers and security bonds for the due performance and completion of work   | XEN                      | Full Powers  |  |
| 23       | Security bonds for the performance of their duties by the Nigam servants whom the officers specified have powers to appoint  | Head of the office       | Full Powers  |  |
| 24       | Leases of house land and other immovable property provided the rent received shall not exceed Rs. 5,000/- in a month.  | S.E/XEN                  | Full Powers  |  |
| 25       | All instruments connected with reconveyance of property given as security  | XEN                      | Full Powers  |  |
| 26       | Agreement relating to the loan of tools & plants to the contractors & others   | XEN                      | Full Powers  |  |
| 27       | Agreement for catering/ contracts to offices and campus for the protection of the conveyance belonging to the staff working in public building under their control | Head of office           | Full Powers  |  |

## SECTION-IV

### (Stores and Stocks)

(The exercise of the powers referred to in this section is subject to stores purchase rules prescribed by the Nigam )

| Item No.  | Nature of Powers   | To whom delegated   | Extent of delegation   |  |
|---|--|---|--|--|
| 28 (a)  | To sanction advance payment for execution of works/ supply of material/ and service & maintenance contracts with the original equipment suppliers<br><br>To Central & State Govt. undertaking/ Deptt. (Viz. BHEL, ILK, NGEF, Railways, BEML, Hindustan Zinc etc.) / Original Manufacturer or its Supplier. | C.E./ Addl. CE<br>Zonal Chief<br>(T&C)                    | Full Powers  |  |
| Note:- No advance payment will be allowed to those manufacturers/ suppliers against whom the previous advance is outstanding except with the approval of the Whole-time Directors |  |   |  |  |
| 28 (b)  | To make advance payment against procurement of steel as per item No. 30 (4)  | CE (Civil)/<br>CE(MM)                                     | Full Powers  |  |
| 28 (c)  | To sanction advance payment to the State/ Central Govt. Deptt. & State/ Central Govt. undertaking for execution of the Nigam's work including the jobs required to be performed for survey & investigation of the major and minor projects   | 1.WTDs<br>2.CE/ACE/ Zonal Chief (T&C)<br>3. S.E<br>4. XEN | Full Powers<br>Rs. 1,00,000/- in each case<br>Rs. 50,000/- in each case<br>Rs. 20,000/- in each case |  |
| 28(d)(i)  | To sanction advance payment for purchase of stores, equipments, T&P Spares & other items.  | WTDs  | Full powers  |  |
| (ii)  | To sanction advance payment for purchase of  | Secretary/HOD/<br>CE/ACE/Zonal                            | Full powers to the extent the purchase   |  |

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|  | <p>stores, equipments, T&amp;P Spares &amp; other items against despatch documents negotiated through bank or against delivery of material.</p> | <p>CE/DyCE/SE/<br/>XEN/ AEN</p> | <p>committee/officer is competent to sanction purchase of stores, equipment, T&amp;P, spares &amp; other items, taking due precautions for securing interest of the Nigam against any losses. For articles having total value of Rs.30,000/- or above; 100% advance payment can be made on furnishing of bank guarantee equivalent to 10% of the purchase value. In the absence of Bank guarantee, advance payment may not exceed 90% of the total value of the item purchased. In respect of stores requiring inspection/testing before its despatch/delivery, advance payment may be made only on receipt of clearance of authorized inspecting officer not below the rank</p> |  |
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|   |   |                       | of Executive Engineer/Sr.AO/AO when the purchases are made by the CCOA or Secretary. |  |
| <p>Note : (1) In case bank guarantee is not agreed to be furnished, 100% payment through bank against despatch document shall be made only in case of suppliers of established reputation having regular contracts with the Nigam and the purchase committee/purchasing officer satisfy themselves regarding reasonableness of prices charged by the supplier.</p> <p>(2) In case of payment through bank against despatch documents, it will be the responsibility of the consignee officer to check and verify the receipt of material and send the bill of the firm to Circle AO duly verified with his forwarding letter endorsing copy to the officer who has approved purchase/placed order. Circle AO shall carryout necessary adjustment so as to clear the misc. advance against the firm within a week. In case there is any shortage/defective material or any other recovery against the firm, the consignee will report complete details thereof to the purchasing/order placing authority with copy to Circle AO/Sr.AO (CPC) who will immediately take up the matter with the firm concerned and get the short supply made/defective material replaced and cost/amount/other recoveries deposited. If this is not done by the firm, the amount may be deducted from the balance payment/BG, invoked, as the case may be. Even after taking these actions, if there remains any recovery against the firm, the purchasing authority, shall take legal action against the firm for effecting the recovery.</p> <p>(3) In case of advance payment against delivery of material it will be the responsibility of the officer concerned (consignee) that the cheque /DD is delivered to the supplier only against receipt of material. The bill of the firm may also be taken and sent to Circle AO duly verified for necessary adjustments. In such cases, the misc. advance shall be cleared within a period of one month. No such further advance payment may be given to the officer concerned until and unless the bill of the previous advance, duly verified, is received except in exceptional cases in which sanction of Circle SE/Next higher authority will be necessary.</p> <p>(4) In the month of May of each year, Circle AO shall prepare detailed list of advance payment made during the preceding financial year either through bank or against delivery of material which have not been cleared and pursue the matter with the officer concerned to take necessary action to get the same cleared. Copy of such list may also be sent to CCOA and Circle SE.</p> |   |                       |  |  |
| 29  | To purchase articles by indent from other departments including DGS & D required for sanctioned works | CMD/ CE/ACE/ Dy.CE/SE | Full Powers  |  |

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| 30 (1) | To sanction purchase of stores from firms & to approve contracts for conversion including re-rolling & fabrication of material where whole or part of material is supplied by the Nigam or for purchase of equipment or equipments where fabrication, erection & associated Civil Works | 1. WTDs<br>2(i)Purchase Committee consisting of:<br>(a) C.E. (MM)<br>(b) One of the CEs (concerned)<br>(c) CCOA for cases of MM wing. | Full Powers<br>Upto Rs. 1.5 crores in each case |  |
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| <p><i>D.O.P (Revised-final) two-F.doc</i></p> | <p>are also included in the contracts for supply of equipments</p> <p>(a) After calling competitive tenders</p> <p>(b) At DGS &amp; D rate contract</p> <p>(c) From the Firm holding rate contracts within/ outside Rajasthan, outside the rate contract, on the rate contract price after obtaining quotations.</p> <p>(d)At the rate contract entered into by the Central Stores Organization of the State Govt. or of the RVPN.</p> | <p>2(ii) Purchase Committee consisting of:</p> <p>(a) CE (PP&amp;M)</p> <p>(b) CCOA and</p> <p>(c) CE/ACE to be nominated by CMD for purchase of 400 kV Sub-station equipment/ Material testing equipment &amp; instruments</p> <p>3 Purchase Committee consisting of:</p> <p>(a) CE/ZCE/ ACE</p> <p>(b) CAO/ Sr. AO, and</p> <p>(c) One CE/ZCE ACE to be nominated by CMD for other purchase cases.</p> <p>4. Purchase Committee consisting of:</p> <p>(a)SE(SSPC)/</p> | <p>Upto Rs. 1.5 crores in each case</p> <p>Upto Rs. 20 lacs in each case</p> <p>Upto Rs. 50 lacs in each case</p> |  |
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Note:- The committee will purchase all the items covered by aforesaid delegation including JMC items subject to availability of the budget provision.

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|  |  | <p>7.Purchase Committee consisting of: XEN and AAO</p>   | <p>Upto Rs.30,000/- in each case with monthly limit of Rs. 60000/- and annual limit of Rs. 3 lacs<br/>In each case articles having a total value upto Rs. 5,000/- may be purchased by the XEN without approval of the committee. This amount will be inclusive of annual limit</p>                        |  |
|  |  | <p>8. Purchase committee consisting of: AEN/ACOS and AAO/Acctt./ Jr. Account of office concerned</p> | <p>Upto Rs.10,000/- in each case with a monthly limit of Rs.20,000/- and annual limit of Rs. Rs. 1 lac excluding stationery. In each case articles having a total value upto Rs. 1,000/- may be purchased by the AEN without approval of the committee. This amount will be inclusive of annual limit</p> |  |

Note:- 1. Power delegated to the authorities mentioned at item (2) (i) above shall be exercised for procuring stores and T&P required to be kept with the ACOS as buffer stock and to supply to Divisions or Offices for construction or maintenance works.

2. Power delegated to the authorities mentioned at item(3), (5) to (7) shall be exercised, in respect of articles not available with ACOS of the concerned circle, for purchasing the material subject to observance of procedure prescribed in the Stores/Purchase Manual.

3. The powers delegated include the charges in respect of taxes and insurance etc. but do not include any expenses which may be incurred after taking delivery of the material at the destination and testing charges, if any

4. In case of difference of opinion between the purchasing authorities and the concerned Accounts authorities mentioned above on any issue involved in the purchases, the decision of the following authorities shall be final

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|-----|--|--------------------------------------|
| (a) | In the case of WTDs                    | Board of Directors                   |
| (b) | In the case of CE/ACEs level committee | Director (F&CA)                      |
| (c) | In the case of SEs level committee     | CE/ACE concerned, as the case may be |
| (d) | In the case of XEN/AEN level committee | Circle SE/Dy.CE, as the case may be. |

5. (i) All Purchases should be finalized in keeping with the commercial terms & conditions and general principles prescribed by the Nigam from time to time & the provisions of the Purchase Manuals/GF & AR. The relaxation in terms can be made by the purchase committee after recording full reasons thereof.

(ii) Where the post of SE does not exist, the Dy. C.E. will function as convener of the committee. In such cases XEN of Circle Head quarter will be nominated as Member by the CE/Addl. CE concerned.

6. The limit of inviting tender by giving wide publicity is raised to Rs. 1 lac. For purchase falling in competence of S.E. and above, tenders will be invited by S.E. Prior approval of Chief Engineer/ Zonal Chief will, however, be obtained in cases above S.E.'s competence.

7. The powers under this item can also be exercised for execution of the works pertaining to lines and sub-stations, like electrification, painting, stub-setting etc.

8. Purchase of Tents can also be made from the Government Department/Government undertaking who are not on CSPO rate contracts, after obtaining price quotations.

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| 30(2) | To award rate contract for repairs of transformers  | WTDs   | Full Powers                                       |  |
| 30(3) | To award rate contract for various items approved by WTDs. The rate contract will be operated by the SEs. | 1. WTDs<br>2. CE(T&C)/CCOA<br>The power by the | Full Powers<br>Upto Rs. 1.50 crores in each case. |  |

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|          |   | committee at (2) above shall be exercised as per the guidelines, Rules and Regulation of RVPN to be prescribed by WTDs.   |   |  |
| 30(4)    | <p>(a) To procure steel from the main producers (SAIL, TISCO, IISCO of quality IS-226/2062/ &amp; M/s. Rajasthan Small Industries Corporations Ltd., MISCRO/ TMT/TISCON/ SAILMA on the terms &amp; conditions of the respective main producers</p> <p>(b) To procure Semis from any of the main producers (SAIL, IISCO &amp; TISCO) and getting the same re-rolled from local re-rollers, after inviting tenders as per rules.</p> <p>(c) To avail offers of M/s. Rashtriya Ispat Nigam Ltd., (a Govt. of India Undertaking) M/s. Raj. Small Industrial Corpn. Ltd., (a Govt. of Raj. Undertaking) for the steel sections of tested quality offered by them at their rates, terms &amp; conditions.</p> | CE (MM)/<br>CE(Civil)   | Full Powers                             |  |
|          |   | <p>Note:-</p> <p>( i) In case of non-availability with any of above producers, the steel shall be procured from open market by inviting tenders as per the purchase powers delegated to different authorities.</p> <p>(ii) The CE (Civil) shall procure steel for the works to be executed by his wing only.</p> <p>(iii) The CE(MM) and CE (Civil) shall keep one another informed about the purchase price of steel and to have proper co-ordination to avoid duplication in the procurement.</p> |   |  |
| 30(5)(a) | To sanction purchase of fuel, oil, lubricants from any of the Public Sector Undertakings of Govt. of  | 1. CE/ACE<br>2. Dy.CE/SE  | Full Powers<br>Rs. 25 lacs in each case |  |

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|           | India i.e. IOC, HPC, BPC, IBS etc.  |   |  |  |
| 30(5) (b) | To sanction purchase of Fuel/Diesel/Lubricants from the authorized dealers of IOC, HPC, BPC, IBS etc. (Govt. of India Undertakings) at their approved rates for plant & machinery.  | 1. SE<br>2.XEN/Sr. Resident Officer, Delhi (for Diesel generating set)              | Full Powers<br>Rs.10,000/- at a time   |  |
| 30(6)     | To sanction purchase of Karl fisher reagents laboratory quality grade-I like hydrogen, nitrogen gases, mercury (Hg.) and other states for oil testing laboratory/mobile van from original manufacturer of equipments/ authorized dealer on single tender basis.   | 1. Director (T&C)<br>2. CE (T&C)<br>3. SE (TCC)<br>4. XEN (TCC)<br>5. AEN (GSS/TCC) | Full Powers<br>Upto Rs.1 lac in each case<br>Upto Rs.50,000/- in each case<br>Upto Rs.10,000/ in each case -<br>Upto Rs.5,000/- in each case   |  |
| 31        | To purchase spare parts of propriety nature of plant, machinery and equipments from original manufacturer or his Indian agent in case of imported equipment distributor/ authorized dealers of the respective manufacturers after obtaining prior price quotation | 1. WTDs<br>2. CE/ Addl. CE/ Zonal Chief<br>3. Dy. C.E./SE<br>4. XEN<br>5. AEN       | Full Powers<br>Upto Rs. 10.00 lacs in each case subject to a maximum of Rs. Rs. 1 crore in a year<br>Upto Rs. 2 lacs in each case subject to maximum of Rs. 10 lacs in a year.<br>Upto Rs. 0.50 lacs in each case subject to a maximum of Rs. 2.50 lacs in a year.<br>Upto Rs. 10,000/- in each case |  |

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|  |  |  | subject to a maximum of Rs. 50,000/- in a year.  |  |
| <p>Note : 1. Provision of clause No.6 (Assessment of Requirement) of Purchase Manual shall not apply for emergent purchases of spares for break down maintenance.</p> <p>2. Purchase of bought out parts/components of the main equipments or their spares can also be purchased from the manufacturer/authorized dealers of the bought out parts/ components.</p> |  |  |  |  |
| 32(A)  | To accord sanction for the purchase of tools and plants excluding vehicles & office equipments | <p>1. CMD</p> <p>2. CE/ACE/ Zonal Chief</p> <p>3.Purchase Committee consisting of CE(MM), CE(T&amp;C) &amp; CCOA</p> <p>3(a) Committee consisting of CE (Civil)/CE(MM) &amp; CCOA.</p> <p>4. Dy.CE/S.E</p> <p>5. XEN</p> | <p>Full Powers</p> <p>Upto Rs. 1.5 lacs in each case subject to budget provision.</p> <p>The CE(MM) will be competent to incur expenditure to the full extent in respect of T&amp;P articles required to be kept in Stores organization &amp; also for further issue if required</p> <p>Rs. 25 lacs in each case</p> <p>Upto Rs. 25 lacs for purchases of T&amp;P pertaining to Civil wing.</p> <p>Rs. 50,000/- in each case and overall limit of Rs. 10,00,000/- in a year subject to budget provision</p> <p>Rs. 10,000/- in each case and</p> |  |

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|   |  | 6. AEN   | overall limit of Rs. 50,000/- in a year subject to budget provision<br>Rs. 2000/- in each case and overall limit upto Rs. 20,000/- in a year subject to budget provision. |  |
| 32(B)   | To accord sanction for purchase of vehicle   | WTDs   | Full Powers   |  |
| 32(C)   | To accord sanction for purchase of office equipment (not covered under item no.68 (iii) of DOP). | As per GF & AR   |   |  |
| 32(D)   | To sanction purchase of work-shop machinery and tools & plants for 400kV Sub-stations            | 1. Purchase Committee consisting of:<br>CE (PP&M)<br>CE(MM) and<br>CCOA<br>2. Purchase Committee consisting of:<br>SE(400kVDesign),<br>CAO /Sr.AO &<br>one SE from MM Wing to be nominated by the CMD. | Upto Rs. 1.5 crores in each case<br><br>Upto Rs. 50 lacs in each case.  |  |
| <p>Note:- 1.In the event of difference of opinion, the decision of the next higher authority will be final. In case of the Chief Engineer, the next authority will be the Director (F&amp;CA)</p> <p>2. Except in the case of articles required for Stores Organization &amp; purchases made by 400kV Design Circle in respect of Projects approved by the RVPN, the powers will be exercised for articles not available with the A.C.O.S concerned</p> |  |  |   |  |
| 32(E)   | To sanction purchases without call of tenders including to meet day to day                       | 1. WTDs<br>2. CMD  | Full Powers<br>Upto Rs. 50,000/- in each case   |  |

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| requirement. | <p>3. Secy./CE/ Addl. CE/Zonal CE/Dy.CE /CCOA</p> <p>4. S.E.</p> <p>5.XEN/Sr. Resident Officer, Delhi.</p> | <p>Upto Rs. 30,000/- in each case with a yearly ceiling of Rs.2.50 lacs.</p> <p>Up to Rs. 15,000/- in each case but total purchases not exceeding Rs. 60,000/- in a year.</p> <p>Upto Rs. 5000/- in each case but total purchase not exceeding Rs. 20,000/- in a month. The power to Sr. R.O. are in respect of items not covered under Circular No.F&amp;R 85 dt.18..10.2002.</p> |  |
|              | 6. Asstt. Engineer   | Upto Rs. 1000/- in each case but total purchase not exceeding Rs. 5,000/- in a month   |  |
|              | 7. Incharge GAB Stores   | Rs. 2000/-in each case with a monthly limit of Rs. .10,000/-.  |  |

Note:-

1. These powers are to be exercised only for non-centralized purchased items. No purchase under this item shall be made if the articles are not to be consumed within one month.
2. Articles having total value of Rs. 1,000/- and above shall be purchased from the firms having RST/CST/TIN registration and dealing regularly in the articles being purchased at a regular place of business.
3. In all the vouchers relating to purchases above Rs.1000/-under this item, complete specifications of the items purchased like make, quality, sizes, rate etc. shall invariably be mentioned. Similar details will be mentioned in the proposal sent to and sanctioned by the higher authority approving purchases. Mere counter signatures on the purchase made by Junior Officers shall not constitute a proper sanction and higher authority should refrain from such counter signature.
4. Splitting up of purchases to avoid sanction, of the higher competent authority shall be viewed seriously as it is highly irregular. Repetitive purchases of a particular item of different ratings & size shall be treated as the purchase having been split up.
5. The officers authorized to purchase material under this delegation can make cash payment to the extent of Rs.5000/- in each case. 100% payment against delivery can be made through cheque/DD (Bank charges shall be borne by the Suppliers).
6. The purchasing authority shall certify that the rates are reasonable and comparable to the prevailing market rates besides making proper stock entries etc.
7. The powers vested with SE/XEN/AEN under this item, shall be exercised to the extent indicated against them for item not covered under central rate contract.
8. Except the items which are to be purchased centrally by the MM Wing rest of the items will be purchased by the respective Committee constituted under item 30 of the Delegation of Powers subject to budget provision.
9. The intention of this delegation is not to make routine purchases in the name of petty purchases. Purchasing a single item to deal with a particular requirement is permissible but purchasing many items to be used in future is not permissible.

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| 32(F) | To incur expenditure on freight, demurrage, wharfage charges, cartage, duties, taxes on the articles purchased. |  | Full power to Authorities competent to make purchase/ ACOS and consignee taking delivery of the material subject to seeking post-facto sanction for expenditure relating to freight, wharfage & demurrage charges from competent authorities indicated below: |  |
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|---|---|--|--|--|
|   |   | 1. Secy/ HODs/<br>CCOA CE(MM)/<br>CE(T&C)/<br>ACE(T&C) | Full Powers  |  |
|   |   | 2. Dy.CE   | Upto Rs.20,000/-<br>in each case   |  |
|   |   | 3. SE  | Upto Rs. 10,000/-<br>in each case  |  |
|   |   | 4. XEN   | Upto Rs. 2,500/-<br>in each case   |  |
|   |   | 5. AEN   | Upto Rs. 1000/- in<br>each case  |  |
| Note:- The powers in connection with demurrage charges will be subject to furnishing proper justification & apportioning delay. |   |  |  |  |
| 33  | To pass indents on other departments for articles required for sanctioned works   | S.E  | Full powers  |  |
| 34  | To allocate the stock limit (fixed by the Nigam) for each Circle/ Sub-store according to the requirements within the total limit fixed for the whole organization | C.E (MM)   | Full Powers  |  |
| 35  | To sanction the limits of reserve stock for Circle/ Sub-stores  | C.E (MM)   | Full Powers,<br>provided specific budget allotment exists to meet the cost of increase in reserve stock whenever sanctioned. |  |
| 36  | To sanction repairs of tools and plants with or without spares (excluding office equipment) including Cranes, Filter Machines, heavy equipments, Special          | 1. S.E./<br>2.XEN<br>3. AEN                            | Full powers<br>Rs. 5000/- in each case<br>Rs. 1000/- in each case  |  |

|       |  |   |   |  |
|-------|--|---|---|--|
|       | T&P etc. subject to budget provision.  |   |   |  |
| 37    | To sanction the sale of stock (not tools and plants) which are not surplus or unserviceable at full value plus the usual supervision charges on the cost or market value whichever is higher. Normally Nigam stocks are not sold to private parties, the transaction should be treated as exceptional case occurring rarely. | 1. WTDs<br>2. CE(MM) with the concurrence of CAO (MM)                     | Full Powers<br>Rs. 50,000/- in each case  |  |
| 38    | To accept tenders for the sale of T&P declared surplus by competent authority in accordance with rules made by the Nigam   | Authorities as prescribed in booklet of disposal of surplus stores.       | Full Powers   |  |
| 39    | To issue stock or other material to work at stock issue rate plus 3% storage charges and 15% supervision charges or market rates whichever is greater when their issue is not provided for in the contract but such issue is required in emergent case, in the Nigam's interest.   | S.E   | Full powers subject to the condition that a report should be made to the CCOA and the C.E. stating the amount of the issue and the circumstances. |  |
| 40    | To declare any stores and other material excluding T&P but including Stock material received from the works dismantled as surplus or unserviceable and sanction their sale by public auction.  | Authorities as prescribed in the booklet of disposal of surplus & stores. | Full powers   |  |
| 41(a) | To sanction hire charges of  | 1. CE/ACE/ Zonal  | Full Powers   |  |

|       |  |   |   |  |
|-------|--|---|---|--|
|       | the departmental T&P which are let out to others   | Chief<br>2. S.E.  | Rs.50,000/- in each case  |  |
| 41(b) | Power to sanction hire charges of equipments, tools & plants obtained from external sources  | 1. CE/ACE/ Zonal CE<br>2. Dy. CE/SE<br>3. X.E.N<br>4. A.E.N                                 | Full Powers<br><br>Rs. 25,000/- in each case<br>Rs.5,000/- in each case<br>Rs. 2,000/- in each case   |  |
| 42    | To sanction hire charges for vehicles obtained from external sources in case the departmental vehicle is not available or additional vehicle is required in view of the work load (after inviting limited tenders) | 1. CE/ACE/ Zonal Chief/<br>Secretary(Admn.)<br>2. Dy. C.E./SE<br><br>3. X.E.N<br><br>4. AEN | Full Powers<br><br>Not exceeding three months at a time and six months in a year in respect of each XEN/AEN under him.<br><br>Not exceeding 15 days at a time subject to maximum of 45 days in a year in respect of each Asstt. Engineer under him<br><br>Not exceeding 6 days at a time and 30 days in a year. |  |

Note:- (1) The period for which the powers for hiring have been delegated to higher authorities is inclusive of the period for which lower authorities have already sanctioned the hiring of a vehicle in a year.

(2) In case some rate has been fixed by the District Collector for hiring of vehicle in that area, the vehicles can be hired at that rate, after approving such fixed rate duly authenticated.

(3) Cash payment upto Rs.5000/- or extent prescribed in the orders issued from time to time can be made for hire charges of vehicle.

**SECTION-V**  
(Temporary Establishment)

| Item No | Nature of Powers  | To whom delegated | Extent of delegation  |  |
|---------|---|-------------------|---|--|
| 1       | 2   | 3                 | 4   |  |
| 43      | To sanction engagement of work charged labour (Skilled/Non-skilled) | CMD               | Full Powers   |  |
| 43(A)   | To sanction engagement of casual labour                             | i). Zonal CE      | To a monetary limit of Rs. 15 lacs in a financial year for his respective zone as a whole. For this purpose the amount will be allocated / reallocated amongst SEs under his respective jurisdiction in a manner so that in any case amount to one SE may not exceed Rs. 3 lacs |  |

|  |  |         |   |  |
|--|--|---------|---|--|
|  |  | ii). SE | in a financial year.<br>Upto Rs. 65/- or the rates prescribed by the Govt. of Raj. from time to time per man per day subject to a monitory limit of Rs. 3 lacs or the amount allocated / re-allocated by the respective Zonal CE whichever is less in a financial year. |  |
|--|--|---------|---|--|

Note.1 Per man day wage of Rs. 65/- or the min. wage rates prescribed by the Govt. of Rajasthan from time to time will be taken as ceiling

2.The concerned SE will issue specific sanction for engagement of casual labour indicating name of work, nature of maintenance involved, number of days required, rate per day duly certified that departmental labour is not available.

3.Consolidated monthly statement will be sent to CCOA and Secy.(Admn.) by the circle officer where these will be suitably monitored.

4.No labour be kept for more than 60 days in a year and it will be the personal responsibility of concerned AEN to ensure this.

|    |   |  |   |  |
|----|---|--|---|--|
| 44 | To sanction payment for overtime work done in any month by a member of the work establishment | 1. C.E./ ACE/Dy.<br>CE/ Zonal Chief<br><br>2. S.E. | On special occasions upto a limit of 25% of the pay earned during the month<br><br>Limited to Rs. 200/- per month |  |
|----|---|--|---|--|

Note:- The excess expenditure on account of work-charged establishment not provided for in the sanctioned estimate will invariably be treated as an excess over the estimate if on the whole amount of the estimate is exceeded.

|    |  |                |                                    |  |
|----|--|----------------|------------------------------------|--|
| 45 | To sanction estimates for hot/cold weather establishment | Head of office | Within the limit of appropriation. |  |
|----|--|----------------|------------------------------------|--|

## SECTION-VI

(Remission or abandonment of Revenue)

| Item No. | Nature of Powers   | To whom delegated   | Extent of delegation  |  |
|----------|--|---|---|--|
| 46       | To sanction all cases of refund of misc. revenues with recorded reasons. | 1.WTDs<br>2.CE/ZCE/HOD/C<br>COA<br>3.Dy.CE/SE/CAO/<br>Sr.AO<br>4.XEN/AO<br>5.AEN/AAO<br>(HOO) | Full powers<br>Upto Rs.50,000/-<br>each case.<br>Upto Rs.20,000/-<br>each case.<br>Upto Rs.10,000/-<br>each case.<br>Upto Rs.2000/- |  |

Note : The above powers for refund of Revenue would be applicable up to three years from the date of cause of action arises or as and when authorized by settlement committee(s).

|    |   |                                  |  |  |
|----|---|----------------------------------|--|--|
| 47 | To remit percentage charge prescribed for establishment and tools and plants charges in the cases of T&P is given to contractors for Nigam's work | 1. WTDs<br>2.CE/ACE/ZCE<br>3. SE | Full Powers<br>Upto Rs.5000/- in<br>each case.<br>Upto Rs.2500/- in<br>each case |  |
| 48 | To remit establishment and tools and plants charges in case of contributory work  | S.E.                             | Full Powers, when<br>the cost of work is<br>less than Rs.<br>2,000/-.            |  |

## SECTION-VII

(Write-off of losses)

Note:- In all cases of loss of Nigam's property or stores, the authority competent to write it off should first undertake an investigation into the circumstances leading to the loss. If it is found that the loss has been occasioned by fraud or negligence he should:

- (a) In the case of Nigam servant submit a report to the authority competent to take disciplinary action or if he himself is the competent authority proceed to take appropriate action, and
- (b) In the case of any other person, take such steps as may be appropriate to recover the value of the loss or initiate other proceedings, as the case may be.

After necessary action has been taken, the authority specified in the Delegation of Powers may write-off the loss to the extent indicated. A report setting out the circumstances in which the loss occurred, the person or persons responsible for the loss, the action, if any, taken against the person responsible for the loss and a copy of the action to the write-off should be sent to the AO/ CCOA.

| S.No. | Nature of Powers  | To whom delegated                                 | Extent of delegation  |  |
|-------|---|---|---|--|
| 1     | 2   | 3   | 4   |  |
| 49    | To sanction the write-off of advances which they may have the power to sanction provided they are irrecoverable after recording complete reasons & justification. | 1. WTDs<br>2. CE/HOD/Dy.<br>CE/ ZCE/ACE           | Full Powers<br>Upto the limit of Rs. 5,000/- in each case                                       |  |
| 50    | To sanction the write-off the value of all types of stores & tools & plants, Sub-Stations and line materials, property etc.<br>(a) Lost/destroyed or              | 1.WTDs<br>2. CE/ACE/Dy.<br>CE/ ZCE/HOD<br>3. S.E. | Full Powers<br>Upto the limit of Rs. 50,000/- in each case<br>Upto the limit of Rs. 10,000/- in |  |

|   |   |   |   |  |
|---|---|---|---|--|
|   | damaged by accident or natural calamity.  | 4. XEN  | each case<br>Upto the limit of Rs. 3000/ in each case -   |  |
|   | (b) Theft/negligence/ fraud   | 1. WTDs<br>2. CE/ZCE/HOD<br>3. Dy.CE<br>4. SE | Full Powers<br>Rs.50000/- in each case<br>Rs.25000/- in each case<br>Rs.7500/- in each case   |  |
| Note : If full value by way of auctions or otherwise not recovered. |   |   |   |  |
| 51  | To sanction the write-off the tools & plants which have become unserviceable after fair wear & tear.  | HOD/SE/XEN                                    | Full Powers   |  |
| 52  | To sanction after due investigation the write-off of loss of measurement books which have been lost   | HOD/CE/ACE / Dy.CE/SE                         | Full powers   |  |
| 53  | To sanction after due investigation the write-off of loss of receipt books and books of Accounts  | HOD/CCOA/CE/ ZCE/ACE/Dy.CE                    | Full Powers   |  |
| 54  | To write-off<br>(a) Unserviceable or surplus articles of tools & plants<br><br>(b) Tents which have become unserviceable by use for three years or more | XEN/CAO/Sr.AO<br><br>XEN                      | Full powers provided that:<br>(i) Their full value or a reasonable portion of it has been recovered by sale or public auction or otherwise. OR<br>(ii) The officer exercising the power certifies after having destroyed them, in case the material being of no value |  |

|    |  |   |  |  |
|----|--|---|--|--|
|    | (c) Any unserviceable item of office/ Rest house furniture and equipment cost of which does not exceed Rs. 5000/-  | HOD/S.E./Sr. RO, Delhi with the concurrence of A.O. | or utility.<br>Full powers provided that their full value or a reasonable portion of it has been recovered by sale or public auction or otherwise<br>OR<br>The officers exercising powers certifies having destroyed them being of no use and value. |  |
| 55 | To sanction estimates for losses on surplus or unserviceable stock and on their destruction or sale by the public auction at less than the book value (losses being reckoned as the difference between the book value and the sale proceeds) | 1. CE/ACE/ Zonal Chief<br>2. S.E.                   | Full Powers<br><br>Upto a limit of Rs. 10,000/- subject to the note below.   |  |

Note:- Stock can be declared surplus only after reference have been made to all Executive Engineers in the technical branch & it has been ascertained that they do not require it or the cost of transportation to the point where it is required will make it un-economical. Procedure prescribed in Store Manual/Disposal of surplus stores manual shall be followed invariably.

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| 56 | To rectify/ remove discrepancies in the Accounts and waive recoveries relating there to. |  |  |  |
|----|--|--|--|--|

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|--|---|---------------------|---|--|
|  | (i) To forego recovery of irregular expenditure only (not applicable for revenue of the Nigam)<br>(ii) To write off an expenditure which has become irrecoverable<br>(iii) To waive objection | CCOA/HOD/CE/<br>ACE | Upto a limit of Rs. 5000/- in each case |  |
|--|---|---------------------|---|--|

Note:- The detailed procedure laid down in Rule 20 to 23 of GF&AR (Part-I) will be followed while exercising the powers under item no. 50 to 55.

### SECTION – VIII (Miscellaneous Charges)

| Item No. | Nature of Powers   | To whom delegated                                  | Extent of delegation  |  |
|----------|--|--|---|--|
| 1        | 2  | 3  | 4   |  |
| 57       | To sanction compensation for crops destroyed or property damaged in execution of electrical works on the basis of verification/ award of Revenue authorities not below the rank of Naib-Tehsildar. | 1. CE/ACE/ZCE<br>2..S.E.<br><br>3.XEN<br><br>4.AEN | Full Power<br>Upto Rs. 10000/- for each farmer/<br>Owner of property.<br>Upto Rs. 6000/- for each farmer/<br>Owner of property.<br>Upto Rs. 3000/- for each farmer/<br>Owner of property. |  |

Note: 1. Powers at Sl. No. 1 to 4 will be exercised in consultation with concerned Senior most Accounts Official/ Officer.  
2.The payment is to be made through Account payee cheque. However, if the beneficiary requests in writing, payment up to Rs.5,000/- only can be made in cash subject to attestation of the acknowledgement by local Revenue Authority or the JEN/AEN of RVPN.

|       |                          |                  |             |  |
|-------|--------------------------|------------------|-------------|--|
| 58(a) | To sanction compensation | CE/ Zonal Chief/ | Full Powers |  |
|-------|--------------------------|------------------|-------------|--|

|        |   |   |  |  |
|--------|---|---|--|--|
|        | under the Workmen Compensation Act, 1923 or under any law for the time being in force   | S.E in consultation with DDP/P.O.   |  |  |
| 58(b)  | To sanction compensation under the Workmen Compensation Act, 1923 or under any other law for the time being in force where no award from any other authority is necessary | Secretary/<br>CE/ACE/CCOA/<br>Dy. CE/ Zonal In charge/ SE in consultation with DDP/P.O. | Full Powers  |  |
| 58 (c) | To sanction compensation under approved scheme of the Nigam to such employees who are not covered under Workmen's Compensation Act or E.S.I. Act                          | CMD in consultation with Director (F&CA)  | Full Powers  |  |
| 59(a)  | Power to sanction hiring of accommodation for office from external source other than Govt.<br><br>(i) In cities having population of one lac and above                    | 1. CMD<br>2. Secretary/CE/<br>ACE/CCOA/ZCE<br>3. Dy. CE/SE<br>4. XEN                    | Full Powers<br>Rs. 9,000/- per month in each case<br>Rs. 6,000/- p.m. in each case.<br>Rs. 2,250/- p.m. in each case.                        |  |
|        | (ii) In Cities having population less than one lac  | 1. CMD<br>2. Secretary/CCOA<br>/CE/ACE/ZCE/<br>3. Dy. CE/SE<br>4. XEN<br>5. AEN         | Full Powers<br>Rs. 4,800/- p.m., in each case<br>Rs. 3,000/- p.m. in each case<br>Rs. 900/- p.m. in each case<br>Rs. 600/- p.m. in each case |  |

Note:- The above powers will be exercised subject to the assessment of fair rent to be made by the Civil Wing on the pattern of P.W.D.

|        |   |  |   |  |
|--------|---|--|---|--|
| 59(b)  | To hire land & accommodation for storing Nigam materials  | 1. CE/Dy.CE/<br>Zonal CE<br>2. S.E.<br>3. XEN  | Rs. 10,000/- p.m. in each case<br>Rs. 5,000/- p.m. in each case.<br>Rs. 2,500/- p.m. in each case |  |
| 59(c)  | Hiring of residential accommodation for consultants etc. in whose case accommodation is to be arranged by the Nigam according to the contract   | CE/ ACE/ZCE  | Upto 20% above the rent assessed under rules  |  |
| 60 (a) | To sanction purchase of private land on the basis of fair price certified by Revenue Authority/local bodies like Sub Divisional Officer/ J.D.A./ U.I.T/ Municipalities in Urban areas within their respective area. | 1. WTDs<br>2. CE/ACE/<br>Zonal Chief<br>Engineer                                       | Full Powers<br><br>Rs. 5 lac in each case for approved Scheme                                     |  |
| 60 (b) | To sanction purchase of land on lease from Govt./ RIICO/ JDA/ UIT/ municipalities/ Panchayat.   | 1.CE/ACE/ Zonal Chief<br>Engineer/SE   | Full Powers   |  |
| 61(A)  | To sanction repairs of Nigam's vehicles including purchase of spare parts Tyres, Tube & batteries after call of tenders or from the authorized dealers after obtaining price quotation for the same                 |  |   |  |
|        | (a) Light Vehicles  | 1.Secretary/CE/<br>ACE/ Zonal<br>Chief/HOD<br>2.Dy.CE/SE/CAO<br>3. XEN/Sr.RO,<br>Delhi | Full Powers<br><br>Rs. 40,000/- at a time.<br>Rs. 10,000/- at a time.                             |  |

|        |  |  |  |  |
|--------|--|--|--|--|
|        |  | 4. A.S (I/C)<br>vehicle in<br>GAB/AEN  | Rs. 5000/- at a time   |  |
|        | (b) Heavy vehicles   | 1. CE/ACE/<br>Zonal Chief<br>2. Dy. CE/SE<br>3. XEN<br>4. AEN  | Full Powers<br>Rs,. 80,000/-at a<br>time<br>Rs. 20,000/- at a<br>time.<br>Rs. 5000/- at a time |  |
| 61(B)  | To sanction retreading of<br>tyres   | SE   | Full powers by call<br>of tenders  |  |
| 61 (C) | To transfer savings in<br>respect of POL from one<br>vehicle to other which is on<br>the road within the ceiling<br>of available budget<br>provisions  | 1.CE/ACE/ZCE/<br>HOD<br>2.SE   | Full Powers within<br>wing/Zone<br><br>Full Powers within<br>Circle.                           |  |
| 61 (D) | To transfer saving in respect<br>of R&M of vehicle and<br>purchases of tyres, tubes &<br>batteries from one vehicle to<br>other which is on the road<br>within ceiling of available<br>budget provisions | 1. CE/ACE/ZCE/<br>HOD<br>2.SE  | Full Powers within<br>wing/Zone<br><br>Full Powers within<br>Circle.                           |  |
| 62(a)  | To purchase paper,<br>stationery Articles (other<br>than required for Computer)<br>/ printed forms/ registers,<br>Log sheets etc. after call of<br>tenders/ quotations                                   | 1. CE level<br>Committee<br>consisting of<br>(a) CE(MM)<br>(b) CCOA and<br>(c) One CE to be<br>nominated by the<br>CMD | Full Powers  |  |

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|--|--|---|---|--|
|  |  | 2. SE level Committee consisting of<br>(a) SE (TLPC/SSPC) to be nominated by CE(MM)<br>(b) one of the SE of TCC<br>(c) CAO (MM) | Rs. 25 lacs in each case                                  |  |
|  |  | 3(i) Secretary  | Full powers in respect of purchase for G.A.B. stores      |  |
|  |  | 3(ii) CE/ HOD/ CCOA/ACE/Zonal CE  | Rs. 50,000/- in each case but upto Rs. 5 lacs in a year,. |  |
|  |  | 4 Dy. CE/SE/CAO   | Rs. 50,000/- in each case but upto Rs. 2 lac in a year.   |  |
|  |  | 5. XEN/Sr. AO/DDP/ PO/AO/   | Rs. 5000/-in each case but upto Rs. 20,000/- in a year    |  |
|  |  | 6. AEn/Head of Office.  | Rs. 2500/- in each case but upto Rs. 10,000/-in a year.   |  |

Note: The above powers are subject to availability of Budget provision and with the condition that paper being purchased is not available in Store (NAC to be obtained). The Circle SEs would ensure that requirement of various types of paper is obtained from field officers & paper is purchased against total Circle requirement well in time so as to avoid purchase of paper at the level of XEN/AEN.

|       |  |                                |  |  |
|-------|--|--------------------------------|--|--|
| 62(b) | To purchase paper, stationary articles (other than required for computers), printed forms, Registers etc. without call of tenders and obtaining NAC from Stores organizations. | 1.HOD<br><br>2. Head of Office | Upto Rs.2,500/- at a time subject to Rs.25,000/- in a year.<br><br>Upto Rs.500/- at a time subject to Rs. 5,000/- in a year. |  |
| 62(c) | To purchase paper at Mill  | 1. Secy./CE/ACE/               | Full Powers  |  |

|  |  |   |   |  |
|--|--|---|---|--|
|  | Rate. (Provided the paper is not available with stores organization)   | ZCE/CCOA<br>2. Dy. CE/SE  | Rs. 25,000/-  |  |
| Note : The above powers are subject to availability of Budget provision and with the condition that paper being purchased is not available in the store (NAC to be obtained).  |  |   |   |  |
| 62(d)  | To purchase the stationery articles from the firms holding rate contracts within/ outside Rajasthan after obtaining price quotation- | 1. Secretary/ CE/ ACE/CCOA/<br>Zonal Chief Engineer<br>2. Dy. CE/SE                               | Full Powers<br><br>Upto Rs. 25,000/- in each case.  |  |
| 63   | To approve binding of registers, vouchers etc.   | 1. Secy./CE/ ACE/<br>Zonal Dy. CE/<br>/CCOA.<br>2.SE/CAO<br>3 Sr. A.O..<br>4. XEN/ A.O.<br>5. AEN | Full Powers<br><br>Rs. 50,000/- per annum<br>Rs. 12000/- per annum<br>Rs. 10,000/- per annum<br>Rs. 4,000/- per annum |  |
| 64 (i)   | To get forms/ registers//log-sheets printed, perforated, punched and ruled for offices under them                                    | 1. Secy./ CE/ACE/<br>CCOA/Zonal Dy.<br>CE/SE<br>2.Zonal Sr.AO./<br>AO/XEN<br>3. AEN               | Full powers subject to budget provision<br>Rs. 12,000/- per annum<br>Rs. 5,000/- per annum                            |  |
| 64(ii)   | To award rate contract for printing, binding etc. after wide publicity.  | HOD/Functional<br>Heads   | Full Powers   |  |
| Note:- Applicable for 64(i) & 64(ii)<br>(i) The Forms / Registers which are got printed centrally by the CCOA shall not be got printed by any other authorities by exercising the powers delegated under this items.<br>(ii) The ceiling of budget shall not be applicable in case of Forms/ Registers got printed by CCOA, while by the other authorities the powers under this items are to be exercised subject to budget provisions. |  |   |   |  |
| 65   | Printing of rules, regulations, compilation of circulars, Budget, Annual Statement of Account &                                      | 1. Secretary<br>2. CCOA   | Full Powers<br>Full powers for Budget & Accounts &  |  |

|  |                               |  |                              |  |
|--|-------------------------------|--|------------------------------|--|
|  | reports & other booklets etc. |  | Annual Statement of Accounts |  |
|--|-------------------------------|--|------------------------------|--|

Note:- The Secretary may at his discretion entrust the work of printing on schedule rates of Govt. of India/ Govt. of Rajasthan (with discount), if any, as the case may be after obtaining minimum quotations of at least three leading Presses at Jaipur.

|    |   |                                 |  |  |
|----|---|---------------------------------|--|--|
| 66 | Purchase of Books & Periodicals<br><br>(a) For GAB Library.<br><br>(b) For Office use | Secretary<br><br>Head of Office | Full powers subject to budget provisions.<br><br>Full powers subject to budget provisions. |  |
|----|---|---------------------------------|--|--|

Note : This will not cover the purchase of News papers and magazines for which the norms as prescribed by the JMC have to be followed.

|    |   |  |   |  |
|----|---|--|---|--|
| 67 | To purchase furniture, equipment, linen, crockery etc. for the Guest House/Rest House at Delhi or any other place under his control | 1.Secretary/ CE(In charge)/ Zonal Chief<br>2. SE(I/C)/Sr.AO (I/C)<br><br>3.XEN (I/C)<br><br>5. AEN (I/C) | Full Powers<br><br>Upto Rs.5000/- in each case subject to a limit of Rs. 50,000/- in a financial year for each Rest House.<br><br>Upto Rs.2500/- in each case subject to a limit of Rs.25,000/- in a financial year for each Rest House.<br><br>Upto Rs.1000/- in each case subject to a limit of Rs.5,000/- in a financial year for each Rest House/Rest Room. |  |
|----|---|--|---|--|

Note:- 1. The delegation of Powers to the respective authorities are subject to budget provisions.  
2.For the purchase of special equipment not normally provided i.e. Radio, FAX, Photocopier, Computer, Television, Air Conditioners, Refrigerator etc. the sanction of CMD will be obtained.

|         |   |  |   |  |  |
|---------|---|--|---|--|--|
| 68 (i)  | <p>To accord Administrative approval to purchase, computing systems such as computers, servers, Laptop/Notebooks etc., hardware / Networking components, system Software(s), Application software(s), proprietary software(s) / hardware ( for computing system / networking) component, printers &amp; plotters, other computer peripherals / accessories, Air-conditioners, Computer furniture, Vacuum cleaners, Water coolers/Purifiers and other equipments / Electronic gadgets/ instruments for office use such as Photostat machine, Fax Machine, Telephone Instrument etc with associated Civil &amp; Electrical works etc.,</p> <p>(Cost of each component needs to be shown separately in the proposal for administrative approval)</p> | <p>1. WTDs<br/>2. Director<br/>3.CE/ HOD</p>         | <p>Full Powers<br/>Rs.5 lacs in each case<br/>Rs.1 lac in each case</p> |  |  |
| 68 (ii) | <p>To accord administrative approval for award of job work/ taking services related to computerization/ customized utility software development / up-gradation &amp; modification of existing software / data filling / data recovery / web development and services / system study</p>   | <p>Head of Deptt./<br/>CCOA/CE/<br/>ACE/ Dy. CE.</p> | <p>Full powers</p>  |  |  |

|          |   |  |   |   |  |
|----------|---|--|---|---|--|
|          | and implementation / digitization/ photo copying along with necessary stationery / consumables for such works / services etc.   |  |   |   |  |
| 68 (iii) | To approve purchase of computing systems such as computers, servers, Laptop/Notebooks etc., hardware / Networking components, system Software(s), Application software(s), proprietary software(s) / hardware ( for computing system / networking) component, printers & plotters, other computer peripherals / accessories, Air-conditioners, Computer furniture, Vacuum cleaners, Water coolers/Purifiers and other equipments / Electronic gadgets/ instruments for office use such as Photostat machine, Fax Machine, Telephone Instrument etc with associated Civil & Electrical works etc., after obtaining the necessary administrative approval of the competent authority as given at (i) above. | 1. WTDs<br>2. Director<br>3.CE(MM)/<br>CE(PPM)<br>4. H.O.D/ CE/<br>ACE/ ZCE/<br>CCOA/Secy.<br>5. Dy. CE/SE | Full Powers<br>Upto Rs. 50<br>lacs in a<br>year<br>Upto Rs. 25<br>lacs in a<br>year<br>Upto Rs. 10<br>lacs in a<br>year<br>Upto Rs. 5<br>lacs in a<br>year. | <i>For proprietary Software/ Hardware (for Computing System/ Networking) components on single tender basis from, authorized dealer, distributor</i><br><br><i>Full Powers</i><br>Upto Rs. 5 lacs in a year<br><br><i>Rs. 2 lacs in a year</i><br><br><i>Rs. 1 lac in a year.</i><br><br>- |  |
| 68 (iv)  | Purchase of additional system software, application software, proprietary software/ hardware (for computing system / Networking) components   | (i) WTDs<br>(ii) HOD/ CE/<br>ACE/ ZCE  | Full Powers<br>Rs. 50,000/-<br>in each case<br>subject to<br>limitation of<br>Rs. 2 lacs in   |   |  |

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|         | not purchased initially with computing / networking system or new requirement due to up-gradation / obsolescence.  | (iii)Dy.CE/SE/CAO.                                     | a year.<br>Rs. 10,000/- in each case subject to limitation of Rs. 30,000/- in a year |  |  |
| 68(v)   | To accord sanction for annual maintenance for computing system along with associated system software, printers/ plotters, other computer peripherals / accessories, Air conditioners/AC system, equipments / electronics gadgets / instrument for office use and other office equipments such as Water Coolers, Water Purifiers, Fax/Photostat machine etc installed at offices / non-residential building and GSS's and annual support services for implemented IT system, utility / customized software. | (i) HOD/ Zonal Chief/ CAO/ ACE/Secy.<br>(ii) Dy. CE/SE | Full Powers<br><br>Upto Rs. 50,000/- per annum.                                      |  |  |
| 68 (vi) | To award job work/ taking services related to computerization/customized utility software development / up-gradation & modification of existing software / data filling / data recovery / web development and services / system study and implementation / digitization/ photo copying along with necessary stationery / consumables for   | HOD/ Zonal Chief Engineer / CAO/                       | Full Powers  |  |  |

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|          | such works / services etc. subject to prior administrative approval of the authority prescribed in 68 (ii) above.  |   |  |  |  |
| 68 (vii) | Purchase of computer stationery, removable / portable storage media such as floppy , CD/DVD, Magnetic tapes etc. computing system memory up-gradation such as hard disks, RAM etc. computing system up-gradation by necessary internal additional cards, printer / plotter cartridges/ribbons, refills, computer books, manuals, drawing sheets, folder etc., including binding and any other computing system consumable. | 1.Secretary/<br>HOD/CE(PP&M)/ CE(MM)/<br>Zonal Chief/<br>CCOA<br>2. CAO / SE<br>3. XEN/Sr.AO/<br>AO | Full Powers<br><br>Upto Rs. 25,000/- at a time subject to maximum of Rs. One lac in a year<br>Upto Rs. 5,000/- at a time subject to maximum of Rs. 50,000/- in a year. |  |  |
| 68(viii) | To sanction repair of computing system, hardware/networking components, electronic and other items etc. given at item 68 (iii).  | 1.HOD<br>2.Dy.CE/SE/<br>CAO<br>3.XEN/Sr.AO<br><br>4.Head of<br>Office                               | Full Powers<br>Upto Rs.20000/- in each case<br>Upto Rs.5,000 in each case.<br>Upto Rs.2,500/-in each case.   |  |  |
| 68(ix)   | To sanction IT training expenditure related to computing system / networking items operation and regular upkeep, system / application / utility software operations and  | HOD   | Full Powers  |  |  |

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|  | implementation, IT system operation and implementations etc., to officer(s) / officials under their respective control / jurisdiction subject to prior administrative approval of the CMD. |  |  |  |  |
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- Note:- (1) The powers delegated to the Head of Deptt. and other officers should be exercised subject to Budget provision.  
(2) The authorities/officers shown in column 3 against item 68 (iii),(iv) and (vii) can also purchase the items /articles described in column 2 from firms holding DGS&D rate contract upto the financial limits prescribed in column 4.  
(3) The items of proprietary nature covered under item 68(iii, iv & viii) may be purchased from the manufacturers on single tender basis.

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| 69 (a) | To sanction decremental amount awarded by the Court against the Nigam | 1. CMD<br>2. Secretary/ HOD (Law)<br>3. Zonal Chief<br>4. S.E. | Full Powers<br>Upto Rs. 5,000/- in each case<br>Upto Rs. 5,000/- in each case<br>Upto Rs. 2,500/- in each case |  |
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Note:- The powers delegated to the Secretary will be subject to fulfilment of the following conditions:-  
(1) that the decree was not granted ex-parte.  
(2) that the case was contested according to the advice of Legal Section  
(3) that the appropriate head of account to debit the expenditure exists in the Budget Order No. RSEB/F&R/F/D. 11 dated 28.1.1985. If not exists, approval of CMD and Director (F&CA) is obtained immediately.

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| 69(b) | To sanction the fine/ interest/ fees/Costs awarded by courts/statutory bodies. | 1. CMD<br>2. HOD(Law)                     | Full Powers<br>Rs. 10,000/- in each case.                               |  |
| 69(c) | To incur legal expenses of all types/nature including typing charges etc.      | 1.CMD<br>2.HOD(Law)<br>3. OIC & Addl. OIC | Full Powers<br>Rs.10,000/- in each case.<br>Upto Rs.2000/- in each case |  |
| 69(d) | To sanction fee bill of advocates.   | 1.CMD<br>2.HOD(Law)                       | Full Powers<br>Rs.10,000/-in each case & full power where fee is        |  |

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|       |  | 3. Officer In charge/ Addl. OIC            | approved by CMD.<br>Full powers to the extent the approved Fees.   |  |
| 69(e) | To appoint OIC/Addl. OIC in court cases, & cases before statutory bodies and Arbitrator. | 1.HOD (Law)<br>2.CE/ACE/Dy.<br>CE/SE       | Full Powers<br>Full powers to appoint OIC/ Addl. OIC for cases pertaining to them.<br>For lower courts up to DJ Courts.<br>Full powers.  |  |
| 69(f) | Appointment of Advocates in court cases, & cases before statutory bodies and Arbitrator. | 1. HOD (Law)<br>2. CE/ACE/Dy.<br>CE/SE/HOD | Full powers to appoint advocates for cases pertaining to them, for lower courts up to DJ courts from the approved panel on approved fees |  |
| 69(g) | To make statutory payments like license, registration and inspection fee etc.            | Head of office                             | Full Powers  |  |

Note : Statutory payments can be made even in absence of budget provision, which may be sought in the RBE. In no case such expenditure made by the HOO will be placed as Misc. Advance.

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| 70 | To award contracts for consultancy Charges  | 1.WTDs<br>2.Director<br>3. CE/ ZCE/HOD | Full Powers<br>Rs. 5 lacs. in each case<br>Upto Rs 2.5 lac in each case (after call of tenders) |  |
| 71 | To condone delay in submission of claim by a supplier/contractor against any purchase /work order which has become time barred under section 3 of | WTDs                                   | Full Powers   |  |

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|  | the Limitation Act, 1963 if the supplier or contractor makes an application or request in this behalf.   |  |  |                                  |
| <p>Note : (i) The period of limitation shall be counted from the date on which the claim becomes due .</p> <p>(ii) In case any Supplier or Contractor is involved in more than one purchase/work order awarded by same or other authority of Nigam the Limitation Act,1963 shall be applied for each purchase/work order.</p> <p>(iii) An indemnity bond in the prescribed format mentioning that the payment for which claim is submitted has not been received by him (Claimant) would also be necessary.</p> <p>(iv) The above powers are to be exercised after scrutinizing /vetting the cases by the Accounts wing.</p> |  |  |  |                                  |
| 72(a)  | To sanction expenditure on working lunch/dinner refreshment in the meetings of Board of Directors/Co-ordination Committee/HOD and others as may be approved by the CMD | 1.CMD<br>2. Director<br>3.Secretary/HOD  | Full Powers<br>Upto Rs. 10,000/- in each case.<br>Upto Rs.3000/- in each case.   |                                  |
| 72(b)  | To sanction expenditure on Tea & Refreshments for<br>(a) Official Meetings<br><br>(b) VIP Visits<br>Lunch / Dinners/ and Refreshments                                  | 1.HOD<br><br>2.SE/CAO/Sr.AO<br><br>3.XEN/AO<br><br>1. CMD<br>2. Directors<br>3.CE/ACE/ZCE/HOD/CCOA | Rs.20/- per member upto Rs.1000/- p.m.<br>Rs. 15/- per member upto Rs.500/- p.m.<br>Rs.10/- per member upto Rs.150/- p.m.<br><br>Full Powers<br>Rs.25,000/-<br>Rs.300/- per member |                                  |
| 73   | To sanction expenditure on foundation stone laying/inaugural function at GSSs.   | 1.CMD<br>2. HOD/ZCE  | For 400kV/220kV GSS  | For 132kV GSS                    |
|  |  |  | Full Powers<br>Upto Rs 40,000/-  | Full Powers<br>Upto Rs. 25,000/- |

Note : Where, in such functions the Chief Guest is the Honourable Governor and/or the Chief Minister, the expenditure ceiling would be double of the amount fixed, as above.

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| 74 | To sanction advance Payment of line block charges to the Railways                                 | 1. Chairman & Managing Director<br>2. Director (T&C)<br>3. ZCE(T&C)<br>4.Circle SE | Full Powers<br><br>UptoRs.10.00 Lacs in each case.<br>Upto Rs.5.00 Lacs. in each case.<br>Upto Rs.2.50 Lacs. in each case. |  |
| 75 | To sanction Payment of charges for Electricity/Water/ Telephone connections etc.                  | Head of the Office   | Full Powers  |  |
| 76 | To sanction repair of office equipments (including furniture) not covered under item No.68 (viii) | Head of Office   | Full Powers  |  |
| 77 | To transfer savings from one general expenditure head to other general expenditure head           | 1.HOD<br>2.SE  | Full Powers<br>Full powers within his Circle.  |  |
| 78 | To award contract for courier services (After call of open tender)                                | HOD  | Full Powers  |  |

**REVISED DELEGATION OF POWERS TO THE OFFICERS OF NIGAM  
IN CIVIL WING (Effective From 1.4.2004)**

Note : 1. The delegation of powers are subject to administrative and technical sanction and budget provision.

2. The powers are to be exercised with the concurrence of respective Accounts Authority.

| S.No. | Nature of Power  | To whom delegated   | Extent of Delegation  |
|-------|--|---|---|
| 1.    | To accord tech. sanction to the detailed original, revised or supplementary Estimates including deposit/ contribution works subject to the condition that fresh Administrative sanction is sought if the detailed revised supplementary estimates exceed by 10% or where there are material deviation from the original proposals even though the cost of same may possibly be covered by saving on other items. | 1. CE<br>2. Dy.C.E.<br>3. S.E.<br>4. XEN<br><br>Note: The limits are exclusive of charges for contingencies & establishment and Tools and Plants.   | 1. Full Powers<br>2. Upto Rs. 30 lacs in each case<br>3. Upto Rs. 20 lacs in each case<br>4. Upto Rs. 5 lacs in each case   |
| 2     | To accord Admn. approval for original civil works.<br>I. For Admn. Bldgs.<br><br>II. For Additions & Extensions in Admn. Buildings.  | 1. W.T.Ds<br>2. C.E.<br><br>3. Dy.CE/SE<br><br>1. WTDs<br>2. CE/Secretary<br>3. Dy.CE<br>4. S.E.<br><br>Note: For additions & extension in rented buildings, these powers will be exercised by CE (Civil)/ Secretary for putting up temporary structure only. | Full Powers<br>Upto Rs. 5.00 lacs in each case<br>Upto Rs.2.00 lacs in each case<br><br>Full powers<br>Rs. 1.00 lacs in each case<br><br>Rs.0.50 lac in each case<br><br>Rs.0.25 lac in each case |
| 3.    | To accord Adm. approval for original civil works of Residential buildings subject to approved plan and site of colony and approved design.   | 1. WTDs<br>2. CE  | Full powers<br><br>Upto Rs.5.00 lacs in each case   |
| 4.    | To accord Adm. approval for additions, extensions, alterations and improvements in the existing residential buildings subject to specific budget provision.  | 1. WTDs<br>2. CE<br>3. Dy.CE<br>4. S.E.<br><br>Note: R&M budget provided shall not be utilized for this purpose.  | Full Powers<br>Rs.0.50 lacs in each case<br>Rs.0.20 lacs in each case<br>Rs.0.10 lacs in each case  |

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| 5   | To sanction advance payment to the State/ Central Govt. Deptts. & State/ Central Govt. undertakings for execution of the Nigam's work including the jobs required to be performed for survey and investigation of the major and minor projects. | 1. WTDs<br>2. CE<br>3. Dy.CE<br>4. S.E.<br>5. XEN   | Full Powers<br>Rs.10.00 lacs in each case<br>Rs.5.00 lacs in each case<br>Rs.3.50 lacs in each case<br>Rs.0.50 lacs in each case   |
| 6.  | To sanction Advance payment to reputed Firms/ concerns other than Govt/ Govt. undertakings for original works/Rate contract work like maintenance of Elevators by OTIS, Air Conditioners of Voltas / Batliboi etc.                              | 1. CMD<br>2. CE   | Full Powers<br>Upto 100% in case of service and maintenance contracts subject to maximum of Rs. 2.50 lacs. in each case  |
| 7.  | To accord technical sanction for ordinary repair and maintenance including minor electric works.  | 1. SE<br>2. XEN   | Full powers<br>Upto a limit of budget allotment.   |
| 8.  | To sanction estimate for special repairs including electric works.  | 1. CE<br>2. Dy.CE<br>3. SE<br><br>Note: Prior approval of CE(Civil) will be required if such special repairs warrants change from approved design.  | Full powers<br>Upto Rs.2.50 lacs in each case<br>Upto Rs.1.25 lacs in each case  |
| 9.  | To sanction payment without schedule of rates for Addl. Items not provided for in a sanctioned estimate/tender  | 1. W.T.Ds.<br>2. CE<br><br>3. Dy.CE<br><br>4. S.E.<br><br>Note:- 1. The overall value of work including such items should not exceed original financial powers.<br>2. For justification, computation of price per unit analysis of rates should invariably be done to assess reasonability of rates.<br>3. Such matters shall be reported to next higher authority. | Full powers<br>Upto 10% of work order or Rs. 1.00 lac whichever is less in each case<br>Upto 5% of work order or Rs. 0.50 lac whichever is less. in each case<br>Upto Rs. 5000/- on each separate item but not exceeding Rs.30,000/- or 5% of total cost of work whichever is less. in each case |
| 10. | To award tender for civil works including supply of material for these works.   | 1. WTDs<br>2. CE  | Full powers<br>Upto Rs.120 lacs in each case   |

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|  |  | <p>3. Dy.CE</p> <p>4. SE</p> <p>5. XEN</p> <p>1. Powers are subject to condition that the tender premium do not exceed the sanctioned estimate by more than 20%.</p> <p>2. If the tender exceeds the estimate more than 20% the powers will be exercised by the next higher tech. authority. Where 'G' schedule is based on previous years BSR and tender received when evaluated to current BSR, do not show any increase over current BSR, then tender need not be referred to next higher authority provided it is certified that revised estimate has already been submitted to the competent authority for sanction.</p> <p>3. When a higher tender is accepted detailed reasons for not accepting the lowest tender(s) should be recorded and intimated to next higher tech. Authority.</p> <p>4. If less than three tender(s) are received in response to NIT, then such tenders shall not be categorized as single tender/less than three tenders, provided that next competent authority/committee is satisfied that the rates received are fair and reasonable. The WTD's committee may, however, decide the case itself.</p> <p>5. The total financial powers shall be inclusive of excess and additional (extra) items being sanctioned by competent authority under other relevant delegation of power.</p> | <p>Upto Rs. 30 lacs in each case</p> <p>Upto Rs. 20 lacs in each case</p> <p>Upto Rs.5 lacs in each case</p> |
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| 11. | To reject tender after recording reasons.   | <p>1. CE<br/>2. Dy. CE/SE/ XEN</p> <p>Note: In case of rejection of Tender on second and subsequent invitation, the same powers as indicated above will be exercised. A report will, however be sent to the next higher authority in these cases.</p>  | <p>Full powers<br/>Full powers for the tender accepted by them</p>  |
| 12. | To undertake negotiations and sanction negotiated rates.  | <p>1.WTDs<br/>2.CE/Dy.CE/SE/ XEN</p> <p>Note: 1. The negotiations shall be conducted with all tenderers except in cases where negotiations have to be resorted to for lowering down the rate only, it may be conducted with lowest tenderer only. However, when the lowest tenderer refuses to lower down the rate or if such reduced rate is also considered higher, the negotiation may be undertaken with all the tenderers including the lowest tenderer.</p> <p>2. The negotiations would be held only after approval from the competent authority, who has to approve the tenders. Such approval can be taken on telephone/fax and recorded on the file. The negotiations are to be done as per existing rules and/or instructions in force.</p> | <p>Full powers<br/>Full powers to the extent of their power to sanction tender.</p>   |
| 13  | To issue work order for original works upto Basic Schedule Rates (BSR) in emergency without inviting tender | <p>1. CE<br/>2. Dy.CE<br/>3. SE<br/>4. XEN</p>   | <p>Upto Rs. 1.00 lacs in each case<br/>Upto Rs. 0.75 lacs in each case<br/>Upto Rs.0.50 lacs in each case<br/>Upto Rs.0.25 lacs in each case</p> <p>Such powers should be exercised for recorded reasons. It is further stipulated that the powers for issuing work orders will not be exercised in</p> |

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|     |   | <p>Note: 1. It is important to check the validity of the rates in the schedule from time to time by inviting bids for sufficiently large items of works covered by these rates.</p> <p>2. Copy of work order be simultaneously endorsed to next higher authority.</p> | normal cases but will be exercised in emergent cases and where exercise of such powers is beneficial to Nigam.                      |
| 14. | To issue work order to other enlisted contractors without calling tenders on same rates and terms for remaining works in cases where the original contractor fails to give stipulated progress and decision has been taken by competent authority as per conditions of the contract (including splitting up of such incomplete works with permission of CE (Civil) ). | <p>1. WTDs</p> <p>2. CE/Dy. CE/SE</p>   | <p>Full powers</p> <p>Full powers to the original sanctioning authority.</p>  |
| 15. | To award contract for consultancy charges.  | <p>1. WTDs</p> <p>2. CE</p>   | <p>Full powers</p> <p>Upto Rs.1.00 lacs in each case</p> <p>(After call of Tenders)</p>   |
| 16. | To award contract to State/Central Govt. Deptt/Undertakings for work of Survey and Investigation for sanctioned project.  | <p>1. WTDs</p> <p>2. CE</p> <p>3. Dy.CE/SE</p>  | <p>Full powers</p> <p>Upto Rs.25 lacs in each case</p> <p>Upto Rs. 1 lac in each case</p>   |
| 17  | To award contract to other agencies for work of Survey and Investigation of sanctioned project.   | <p>1. WTDs</p> <p>2. CE</p> <p>3. Dy. CE/SE</p> <p>4. XEN</p>   | <p>Full powers</p> <p>Upto Rs. 10 lacs in each case</p> <p>Upto Rs.1.00 lacs in each case</p> <p>Upto Rs.0.25 lacs in each case</p> |
| 18. | To issue orders to original or repairs of civil works upto the sanctioned estimate rates, when no tender is received.   | <p>1. CE</p> <p>2. Dy. CE/SE</p> <p>Note:- Work will be awarded to registered contractors only and at BSR rates and after recording emergency.</p>  | <p>Upto Rs. 1 lac in each case</p> <p>Upto Rs.0.50 lacs in each case</p>  |
| 19  | To grant for recorded reasons an extension of time for the execution of works or supply of material or other performance of a contract.   | <p>1. WTDs</p> <p>2. CE/Dy. CE/SE/ XEN</p>  | <p>Full Powers</p> <p>Full powers with or without compensation in case of contract accepted by them provided that the</p>           |

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|     |   |  | approval of the next higher authority is obtained in case the extension exceeds by a period equal to the time allowed for execution in the original contract, provided there is no extra financial burden on the Nigam as a result of grant of extension. |
| 20. | To remit or reduce for recorded reasons the penalty provided in the Agreements or contracts.  | 1. WTDs<br>2. CE/Dy. CE/SE   | Full powers<br>Full powers in respect of contracts accepted by next lower sanctioning authority.  |
| 21. | To revise the rate of contracts for agreements and to fix date from which the revision of rates should take effect.   | WTDs   | Full powers   |
| 22. | a) To rescind contract for recorded reasons<br><br>b) To rescind contracts where such cancellation does not result in any loss to Nigam.<br><br>c) To withdraw work from the contractor under clause 32 of the Agreement. | 1. WTDs<br>2. CE/Dy. CE/SE<br><br>CE/Dy. CE/SE/ XEN<br><br>1. CE<br>2. Dy.CE/SE/ XEN | Full powers<br>Full powers for contracts accepted by next lower authority.<br><br>Full powers to the limit of his power of acceptance of contracts.<br><br>Full powers<br>Full powers for contracts accepted by them.                                     |
| 23. | To make advance payment against procurement of cement.  | 1. WTDs<br>2. CE/Dy. CE/SE   | Full powers<br>Upto purchase powers delegated under relevant delegation of powers.  |
| 24. | To sanction sale, disposal or demolition of a permanent building or structure declared unsafe or unserviceable.   | 1. WTDs<br>2. CE   | Full powers<br>Upto book value of Rs.0.50 lac in each case  |
| 25. | To sanction removal/demolition of pucca structure to facilitate new construction as per approved plan/layout.   | 1. WTDs<br>2. CE   | Full powers<br>Upto book value of Rs.1.00 lac in each case  |
| 26. | To accord Admn./ Financial sanction for Misc. improvement of water supply system, sewerage system & roads etc.  | 1. WTDs<br>2. CE<br>3. Dy. CE<br>4. SE   | Full powers<br>Upto Rs.7.50 lacs in each case<br>Upto Rs.5.00 lacs in each case<br>Upto Rs.2.50 lacs in each case   |