

DELEGATION OF FINANCIAL POWER 2009



Damodar Valley Corporation
DVC Towers, VIP Road, Kolkata 700 054

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PREFACE

After incorporating all the Office Memorandums in the intervening period (till 31st July '2009), a Compendium on the '**DELEGATION OF FINANCIAL POWER, 2009**' duly having been updated and compiled is being issued detailing the list of financial power separately to be discharged by the different functionaries at different positions in DVC. Financial Power delegated to the top functionaries in DVC such as Chairman, Secretary as well as to the Directors have also been incorporated.

Hope our little effort will be found to be convenient and useful to all sections of DVC officials in their different spheres of work with a clear vision for the financial power delegated.

Dated :- 31st July' 2009.

(Tirthankar Sengupta)
Chief Materials Manager

FINANCIAL POWER

OF

CHAIRMAN

DELEGATION OF FINANCIAL POWER OF THE CHAIRMAN

The Corporation is pleased to authorize Chairman, DVC to exercise the Financial Powers as detailed below –

- 1) Acceptance of lowest tender against open / limited Tenders up to value of Rs.15 (fifteen) Crore.
- 2) Award of contract based on negotiation without normal tender up to value of Rs.2 (two) Crore.
- 3) Acceptance of single tender against PAC/OEM/OES/Source standardization/ PSU up to the value of Rs.15 (fifteen) Crore.
- 4) Acceptance of single tender on ground of urgency / emergency up to value of Rs.2 (two) Crore.
- 5) Write-off of losses of all kinds up to value of Rs.50 (fifty) Lakh.
- 6) Full power to sanction for award and reward to DVC employees.
- 7) Full power for re-imburement of medical expenditure in relaxation of rules

Remarks :

Powers shown under Serial No. 1 to 6 above are to be exercised in terms of Regulation-3 of DVC (Conduct of business) Regulations 1951.

FINANCIAL POWER

OF

SECRETARY

DELEGATION OF FINANCIAL POWER OF THE SECRETARY

- I. The Corporation is pleased to delegate all Financial Powers of the Corporation to the Secretary except the following :-
 - 1) Acceptance of lowest Tender against open / limited tender exceeding Rs.10 Crore in value.
 - 2) Award of contracts based on negotiation without normal tender if the value exceeds Rs.50 Lakh.
 - 3) Acceptance of single tender against PAC/OEM/OES/Source Standardization / PSU exceeding Rs.10 Crore in value.
 - 4) Acceptance of single offer on ground of urgency / emergency exceeding Rs.1.5 Crore in value.
 - 5) Write-off of losses of all kinds in each case exceeding Rs.5 Lakh or where disciplinary or penal action or fraud is involved to the extent of that amount.
 - 6) Administrative approval of new schemes or works U/S 12(f) of DVC Act exceeding Rs.1 Crore in value.
 - 7) Re-imburement of medical expenditure in relaxation of rules exceeding Rs.5 Lakh.
- II. The Corporation has also been pleased to delegate the following powers to the Secretary:-
 - 1) Sanction up to Rs.1 Lakh only without reference to the Finance for the under mentioned items of expenditure on each occasion subject to availability of fund in the approved Budget –
 - (a) Entertainment of guests
 - (b) Hire charges of vehicle and
 - (c) Contingent Expenditure
 - 2) Sanction for award and reward to DVC employee and their dependents for outstanding performances in the field of official work, education, sports etc. for an amount not exceeding Rs.25,000/- on each occasion.

Remarks :

Power delegated under Sl. No. I.(1)to(6) above, are to be exercised in consultation with the Finance, DVC in terms of Rule 3 of DVC (Conduct of Business) Regulations, 1951.

GENERATION (O&M) AND SYSTEM

GENERAL CONDITIONS FOR DELEGATION OF FINANCIAL POWER
FOR GENERATION (O&M) & SYSTEM, 2009

1. These powers can be exercised subject to availability of fund in the approved budget. While exercising the power delegated, all officers shall scrupulously follow the decisions of the Corporation as well as executive instruction, if any, issued from time to time relating to the subject concerned and observe all necessary procedural formalities as laid down in the Purchase Manual and orders of the Corporation.
2. The executives will exercise the power in consultation with the Finance and Accounts attached to them by constituting three-member Tender Committee for all cases having financial value exceeding Rs.50,000/- except for the cases where the financial concurrence have been specifically exempted. However, for cases having financial value upto Rs.50,000/-, accepting authority may constitute a committee as per his discretion.
3. Powers as delegated to different executives under this DFP cannot be re-delegated further.
4. Jt. Financial/Dy. Financial Adviser, Finance/Accounts Officer concerned should send a monthly consolidated statement showing the budget provision and the total expenditure committed till the end of the month and the balance amount available thereof to Financial Adviser by 10th of the following month.
5. Officers are expected to be vigilant in respect of expenditure from the Corporation's fund, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
6. Powers for interpretations or clarifications in respect of any item covered in the schedule of delegation of powers shall rest with the Chairman of the Corporation.
7. The expenditure should not be prima-facie more than the occasion demands.
8. Tenders will be considered at the appropriate level of W&STC wherever applicable as per provisions in Purchase Manual and/ or orders of the Corporation.

9. Powers conferred under this delegation shall be applicable to the job as a whole and shall not be split to circumvent the limits of delegation.
10. In case of TSC and GOMD where the division is not headed by SE, officer in-charge of the Division shall exercise the power of SE as referred to in this schedule.
11. For Civil work Inside Power House, Plant Chiefs may also exercise all the powers of CE[C] except issuance of technical sanction.
12. Delegation of financial power for generation [O&M] and system, 2009 will be exercised by the executives of all generating stations, CSO, Bermo Mines, Transmission System Construction[TSC], Transmission Wing, Communication, CLD, CTC, PSR Wing at Hqrs. and REP Wing.
13. Acceptance of single offer against LTE to be considered as single tender on ground of urgency in all related cases.
14. A Register is to be maintained indicating the names of the purchase/ work/services, value of the contract, name of The Vendor/ contractor and other relevant details in case of all such tenders/contracts and to be kept at the office of the Tender inviting authority. In case of contract (work/supply/services) awarded without invitation of tender or not concluded through Tender Committee, the reasons for awarding such contracts are to be recorded in the register irrespective of financial value.
15. All the powers delegated to DCE of Generating Stations will be exercised by Coal Supdt. & Agent, Bermo Mines.
16. The powers delegated to Directors be exercised in the matters related to Generation (O&M) and System only.
17. The conditions relating to exercising powers delegated to Sr. CEs as mentioned in concerned remarks column of DFP-2009 be also made applicable in cases of exercise of corresponding power by Directors.

18. Power delegated under DFP of Operation & Maintenance of Generating Stations and System, 2009 will also be exercised by the executives posted in Engineering & Planning and Operation Services & Upgradation (OS&U) Sections at Headquarters and Project Construction at Site.

19. Corporation is pleased to delegate powers to the in-charge of divisions of Hydel Wing as under –

Wherever a division is not headed by Superintending Engineer, SDE/EE, whoever is in-charge of the division, will exercise the powers delegated to the Supdtg. Engineer under DFP O&M of Generating Stations & System-2009.

20. This schedule supersedes all previous orders on the subject.

DELEGATION OF FINANCIAL POWER FOR GENERATION (O&M) AND SYSTEM 2009

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|------------------|------------------|------------------|-----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | Administrative & Financial Sanction to Capital Works. (Including deposit works) | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.200 Lacs | Upto Rs.50 Lacs | Nil |
| 2. | Power to accord technical sanction to detailed estimate. | Full Power | Full Power | Upto Rs.500 Lacs | Upto Rs.125 Lacs | Upto Rs.25 Lacs |
| 3. | Administrative and Technical approval :- | | | | | |
| 3.1 | Repair and Maintenance / Alteration & Modification of Plant & Machinery and Equipment, tools, PH areas / sub station premises / site camp/sub station & Transmission Lines. | Full Power | Full Power | Full Power | Upto Rs.125 Lacs | Upto Rs.25 Lacs |
| 3.2 | New works in Power Plants, Sub station & Transmission Lines | Upto Rs.70 Lacs | Upto Rs.50 Lacs | Upto Rs.50 Lacs | Upto Rs.10 Lacs | Nil |

REMARKS :

Sl. No.

1. (a) Power shall be exercised subject to availability of specific budget head irrespective of amount, provided in the approved budget.
- (b) The work comprises of new construction, with design, supply, erection & commissioning which would build up new assets and modification / addition to existing assets. The work also includes Plant and Machineries and Tools and Equipment required for such job.
- (c) Revised financial approval shall have to be obtained in case detailed estimates (original or revised) exceed originally sanctioned amount by more than 10%.
2. (a) No financial concurrence is required.
- (b) No officer can accord revised technical sanction to an estimate originally sanctioned by a higher authority.
3. (a) Item 3.2 relates to works not provided in the approved capital budget but covered in the O&M/TSC/Trans/Commn. Budget.
- (b) SE in charge of Gas Turbine may exercise the power of DCE under Sl. No. 3.1.
- (c) No financial concurrence is required for administrative & technical approval.
- (d) While according administrative approval by DCE/SE, respective CE shall be intimated.
- (e) CE/DCE/SE of TSC is authorized to exercise Financial Powers under Sl. No. 10.3 of DFP(O&M) of Generating Station & system for execution of Civil Construction Work including repair & Maintenance under control of TSC.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|-----------------|-----------------|------------------|-----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 4. | Invitation & opening of tender for approved works : | | | | | |
| 4.1 | Open tender | Full Power | Full Power | Full Power | Upto Rs.125 Lacs | Upto Rs.35 Lacs |
| 4.2 | Limited tender | Full Power | Full Power | Full Power | Upto Rs.50 Lacs | Upto Rs.10 Lacs |
| 4.3 | Single tender on public sector units / original equipment suppliers / manufacturers. | Full Power | Full Power | Full Power | Upto Rs.50 Lacs | Upto Rs.20 Lacs |
| 4.4 | Single tender on the basis of single source certificate/source standardization on other than PSU. | Full Power | Full Power | Full Power | Upto Rs.10 Lacs | Upto Rs.2 Lacs |
| 4.5 | (i) Single tender on ground of Emergency. | Full Power | Full Power | Full Power | Nil | Nil |
| | (ii) Single tender on ground of urgency. | Upto Rs.70 Lacs | Upto Rs.50 Lacs | Upto Rs.25 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs |

REMARKS :

Sl. No.

4. a) Single tender on the ground of urgency / emergency implies offer obtained from a single party without floating tender enquiry.
- b) Power against sl. no. 4.5(i) shall be exercised only in case of emergency caused by unforeseen situation arising out of flood, fire, earthquake, explosions, flash over, accident etc. when there is no time for observation of procedural formalities. A report of such cases should be sent to Dir (T) / Dir (S) / Dir (G).
- c) The term urgency against sl. no. 4.5(ii) denotes unforeseen situation when time does not permit to follow procedural formalities.
- d) No financial concurrence is required.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|------------------|------------------|-----------------|-----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 5. | Award of contract against tender invited vide sl. no. 4 above : | | | | | |
| 5.1 | Open Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Upto Rs.50 Lacs | Upto Rs.35 Lacs |
| 5.2 | i) Limited Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.150 Lacs | Upto Rs.50 Lacs | Upto Rs.5 Lacs |
| | ii) Single response against Limited Tender | Nil | Upto Rs.35 Lacs | Upto Rs.30 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs |
| | iii) Single response against Limited Tender | Nil | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |
| 5.3 | Single Tender on Public Sector Units or other original equipment supplier / manufacturer. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Upto Rs.25 Lacs | Upto Rs.10 Lacs |

REMARKS :

Sl. No.

5. a) Value to be considered for this delegation shall be the lowest quoted rates/tendered amount without loading for taxes etc.
- b) Works involving supply of labour, services or services for erection or repair including fabrication job and / or where materials are supplied by the Corporation may also be dealt under this delegation.
- c) Rate Contract/Annual Maintenance Contract shall be covered under this delegation.
- d) In case of Single Tender on the basis of PAC / Single Source Standardization / on grounds of urgency / emergency there need not be any bias in favour of Public Sector.
- e) In case of works where estimate has been prepared on the basis of scheduled rates and / or standard price of reputed manufacturers or where in absence of the above the same has been arrived at on the basis of prevailing market rate of Labour and material including reasonable profit, the tender amount should not normally exceed the amount of technically sanctioned estimate by more than 10%. However, depending on the situation the following authorities may accept tender exceeding the estimated amount. DCE: 20%, CE: Upto 40%, Sr. CE: 50%.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|------------------|------------------|-----------------|------------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 5.4 | Single tender on single source certificate (PAC) / source Standardization on other than PSU. | Upto Rs.70 Lacs | Upto Rs.50 Lacs | Upto Rs.25 Lacs | Upto Rs.2 Lacs | Upto Rs.0.50 Lac |
| 5.5 | i) Single tender on grounds of urgency. | Upto Rs.28 Lacs | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |
| | ii) Single tender on grounds of emergency. | Upto Rs.140 Lacs | Upto Rs.100 Lacs | Upto Rs.50 Lacs | Upto Rs.20 Lacs | Nil |
| 5.6 | Award of contract by negotiation without normal tender. All such negotiation to be done by the TC/W&STC Level-II, if the value is more than Rs.50,000. | Upto Rs.14 Lacs | Upto Rs.10 Lacs | Upto Rs.5 Lacs | Upto Rs.1 lac | Upto Rs.0.50 Lac |
| 5.7 | Award of Deposit Works to various Govt. Agencies including technical approval and administrative approval of cost estimates. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.200 Lacs | Nil | Nil |

REMARKS :

Sl. No.

5. f) The power under sl. no. 5.5. shall be exercised discretely and it will be on the functionaries to assess and certify the reasonability of rates in writing.
- g) Acceptance of single offer against LTE to be guided under sl. no. 5.5(i)
- h) Power under sl. no. 5.6 shall be exercised discretely.
- i) Negotiation for cases having financial involvement of more than Rs.50,000 but less than Rs.5.00 lacs shall be carried out by the Tender Committee.
- j) Sl. no. 5.2(ii) is applicable for the case of single response where detailed NIT with QR is also hosted in the Website.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|------------------|------------------|-----------------|------------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 6. | Sanction for : | | | | | |
| 6.1 | Purchase of Plant & Machineries and special tools & plant other than motor vehicles. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Upto Rs.5 Lacs | Upto Rs.1 Lac |
| 6.2 | Purchase of Plant & Machinery and special tools & plant (excepting motor vehicles) in replacement of existing ones. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Upto Rs.15 Lacs | Upto Rs.5 Lacs |
| 6.3 | Purchase of tools & accessories. | Upto Rs.14 Lacs | Upto Rs.10 Lacs | Upto Rs.5 Lacs | Upto Rs.1 Lac | Upto Rs.0.50 Lac |

REMARKS :

Sl. No.

6. a) In case of pre-mature replacement on ground of obsolescence, prior approval of Sr. C.E. shall be obtained for value above Rs.10 Lakhs.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|-----------------|-----------------|------------------|-----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 7. | Approval for invitation and opening of tender against sanctioned vide sl. no. 6 above: | | | | | |
| 7.1 | Open Tender | Full Power | Full Power | Full Power | Upto Rs.100 Lacs | Upto Rs.35 Lacs |
| 7.2 | Limited Tender | Full Power | Full Power | Full Power | Upto Rs.50 Lacs | Upto Rs.10 Lacs |
| 7.3 | Single Tender : | | | | | |
| | i) Where proprietary article certificate (PAC) has been given or source standardization has been approved on other than Public Sector Units. | Full Power | Full Power | Full Power | Upto Rs.10 Lacs | Upto Rs.2 Lacs |
| | ii) In case of tenders from original equipment suppliers / manufacturer / PSU. | Full Power | Full Power | Full Power | Upto Rs.25 Lacs | Upto Rs.10 Lacs |
| | iii) On grounds of Emergency | Full Power | Full Power | Full Power | Nil | Nil |
| | iv) On grounds of urgency | Upto Rs.70 Lacs | Upto Rs.50 Lacs | Upto Rs.25 Lacs | Upto Rs.5 Lacs | Upto Rs.2 Lacs |

REMARKS :

Sl. No.

7. a) Finance concurrence is not required.

b) Single tender in case of emergency / urgency implies offer obtained / procurement made from a single party without floating tender enquiry.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|------------------|------------------|-----------------|------------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 8 | Acceptance of tender called vide sl. no. 7 above : | | | | | |
| 8.1 | Open Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Upto Rs.50 Lacs | Upto Rs.35 Lacs |
| 8.2 | i) Limited Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.150 Lacs | Upto Rs.15 Lacs | Upto Rs.5 Lacs |
| | ii) Single response against Limited Tender | Nil | Upto Rs.35 Lacs | Upto Rs.30 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs |
| | iii) Single response against Limited Tender | Nil | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |
| 8.3 | Single Tender : | | | | | |
| | i) PAC / source standardization basis | Upto Rs.280 Lacs | Upto Rs.200 Lacs | Upto Rs.200 Lacs | Upto Rs.2 Lacs | Upto Rs.0.50 Lac |
| | ii) Public Sector units and other original equipment suppliers / manufacturer. | Upto Rs.700 Lacs | Upto Rs.500 lacs | Upto Rs.500 Lacs | Upto Rs.25 Lacs | Upto Rs.10 Lacs |
| | iii) Single tender on grounds of urgency. | Upto Rs.28 Lacs | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |
| | iv) Single tender on grounds of emergency. | Upto Rs.140 Lacs | Upto Rs.100 Lacs | Upto Rs.50 Lacs | Nil | Nil |
| 8.4 | Procurement without calling for tender / quotation. | Upto Rs.1.4 Lacs | Upto Rs.1 Lac | Upto Rs.75,000 | Upto Rs.20,000 | Upto Rs.10,000 |

REMARKS :

Sl. No.

8. a) Value, to be considered for this delegation, shall be the lowest quoted rates / tendered amount without loading for taxes etc.
- b) Power for purchase on single tender basis on ground of emergency / urgency shall be exercised discretely and it will be on the functionaries to assess and certify the reasonability of rate in writing.
- c) Sl. no. 8.2(ii) is applicable for the case of single response where detailed NIT with QR is also hosted in Website.
- 8.4 Temporary advance may be drawn to the extent of power delegated under sl. no. 8.4, 9.4 & 10.6 by the respective executives. Price reasonability certificate to be furnished by the functionaries along with Advance Adjustment.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|------------------|------------------|-----------------|------------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 9. | Procurement of spares : (including approval, invitation & acceptance of tenders) : | | | | | |
| 9.1 | Open Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 lacs | Upto Rs.50 Lacs | Upto Rs.35 Lacs |
| 9.2 | i) Limited Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.150 Lacs | Upto Rs.25 lacs | Upto Rs.5 Lacs |
| | ii) Single response against Limited Tender | Nil | Upto Rs.35 Lacs | Upto Rs.30 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs |
| | iii) Single response against Limited Tender | Nil | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |
| 9.3 | Single Tender : | | | | | |
| | i) Procurement of spares including approval, invitation & acceptance of single tender where proprietary articles certificate has been given or standardization has been approved other than Public Sector Units. | Upto Rs.280 Lacs | Upto Rs.200 Lacs | Upto Rs.200 Lacs | Upto Rs.2 Lacs | Upto Rs.0.50 Lac |
| | ii) Original equipment suppliers / Manufacturer / PSU. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Upto Rs.25 Lacs | Upto Rs.10 Lacs |
| | iii) On ground of urgency | Upto Rs.28 Lacs | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |
| 9.4 | Direct procurement without calling for tender / quotations | Upto Rs.1.4 Lacs | Upto Rs.1 lac | Upto Rs.75,000 | Upto Rs.20,000 | Upto Rs.10,000 |

REMARKS :

Sl. No.

- 9. a) Remarks of sl. no. 7 & 8 shall also be applicable in case of sl. no. 9.
 - b) Rate contract may be made under the provisions of this clause to avoid repeated tendering when the requirement is of regular and repetitive nature if situation permits.
 - c) In case of tenders finalized on single tender basis on grounds of urgency, circumstances leading to such urgency needs to be recorded and reasonability of the rate should be ascertained and certified.
 - d) Sr. CE and CE has the full power to invite tender for powers delegated at sl. no. 9.1, 9.2, 9.3(i) and 9.3(ii).
 - e) Sl. no. 9.2(ii) is applicable for the case of single response where detailed NIT with QR is also hosted in the Website.
- 9.4 Temporary advance may be drawn to the extent of power delegated under sl. no. 8.4, 9.4 & 10.6 by the respective executives. Price reasonability certificate to be furnished by the functionaries along with Advance Adjustment.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|------------------|------------------|-----------------|-----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 10. | Procurement of stores : (including approval, invitation & acceptance of tender) : | | | | | |
| 10.1 | i) By inviting open tender / enquiry. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Upto Rs.50 Lacs | Upto Rs.35 Lacs |
| | ii) a) Limited Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.150 Lacs | Upto Rs.15 Lacs | Upto Rs.5 Lacs |
| | b) Single response against Limited Tender | Nil | Upto Rs.35 Lacs | Upto Rs.30 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs |
| | c) Single response against Limited Tender | Nil | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.1 Lac |
| 10.2 | Single tender on ground of urgency. | Upto Rs.28 Lacs | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.1 Lac |

REMARKS :

Sl. No.

10. i) Remarks of sl. no. 7 & 8 will also be applicable in case of sl. no. 10.
- ii) Sr. CE and CE has the full power to invite tender against sl. no. 10.1(i), 10.1(ii), 10.3 & 10.4
- iii) Sl. no. 10.1 (ii) (b) is applicable for the case of single response where detailed NIT with QR is also hosted in the Website.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|------------------|------------------|-----------------|-----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 10.3 | Procurement of consumable of special nature on single quotation basis from manufacturer / agent / authorized dealer/ standard source. | Upto Rs.500 Lacs | Upto Rs.400 Lacs | Upto Rs.200 Lacs | Upto Rs.50 Lacs | Upto Rs.25 Lacs |
| 10.4 | Procurement of consumable stock of revenue items like petrol & diesel on single quotation basis from PSU Oil companies who have already installed Oil Pump with storage facilities in different projects. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Nil | Nil |
| 10.5 | i) Procurement of consumables stock like Lubricants / Greases required in the process of power generation on single quotation from any PSU. | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.500 Lacs | Nil | Nil |
| | ii) Procurement of stock like LDO/FO/HSD required in the process of power generation on single quotation basis from Public Sector Oil Companies where Market Prices are Controlled / regulated by GOI directly / indirectly. | Full Power | Full Power | Full Power | Upto Rs.1 Lac | Upto Rs.50,000 |

REMARKS :

Sl. No.

- 10.3. Consumable of special nature includes chemicals, electrodes, gases, different steel materials etc.
- 10.3 a) Full Power for "Approval, Invitation and Acceptance of Tender" for procurement of Steel is delegated to the level of Sr. CE & CE. This power will be exercised in case of procurement of different steel items which are under the manufacturing range of SAIL and the procurement to be guided by the Office Order No. CP/7/Steel(Amendment of Procurement Polity)/2006-07/3318 dtd. 13.12.2006.
- 10.5 (ii) a) It may be utilized for procurement by LTE amongst Public Sector Oil Companies.
- b) Exact reasons for procurement from single source against sl. no. 10.5 (ii) to be recorded explicitly.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|-------------------|------------------|-----------------|----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 10.6 | Direct procurement from market without calling for tender quotation. | Upto Rs.1.4 Lacs | Upto Rs.1.00 Lacs | Upto Rs.75,000 | Upto Rs.20,000 | Upto Rs.10,000 |
| 11. | Award of contract for transport equipment / material of – | | | | | |
| 11.1 | i) Open / Limited Tender | Upto Rs.700 Lacs | Upto Rs.500 Lacs | Upto Rs.150 Lacs | Upto Rs.10 Lacs | Upto Rs.5 Lacs |
| | ii) Single response against Limited Tender | Nil | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs |
| | iii) Single response against Limited Tender | Nil | Upto Rs.10 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |
| 11.2 | On single tender basis on ground of urgency. | Upto Rs.14 Lacs | Upto Rs.10 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs |

REMARKS :

Sl. No.

- 10.6 Temporary advance may be drawn to the extent of power delegated under Sl. No. 8.4, 9.4 & 10.6 by the respective executives. Price reasonability certificate to be furnished by the functionaries along with Advance Adjustment.
11. a) Rate contract may be made under the provision of this clause to avoid repeated tendering when the work is of regular and repetitive nature and has to be carried out throughout the year in case the situation permits.
- b) In case of contract finalized on single tender basis on ground of urgency, circumstances leading to such urgency need to be recorded and reasonability of the rate should be ascertained and certified.
- c) Sl. no. 11.1(ii) is applicable for the case of single response where detailed NIT with QR is also hosted in the Website.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|--|---|---|--|---|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 12. | Approval of variation in excess of awarded value during execution of works / supplies due to scope / quantity. | Upto 50% of awarded value | Upto 35% of awarded value | Upto 25% of awarded value | Upto 10% of the awarded value in respect of order approved by himself or lower authority | Nil |
| 13. | i) Placing of repeat order for purchase / works / services. | One time upto 100% of the value of the original order approved by himself or lower authority | Upto 50% of the value of the original order approved by himself or lower authority. | Upto 50% of the value of the original order approved by himself or lower authority. | Upto 50% of the value of the original order approved by himself or lower authority. | Nil |
| | ii) Extension of AMC / ARC in respect of any services / goods | Nil | Upto value of the contract approved by himself or lower Authority | Upto value of the contract approved by himself or lower Authority | Upto value of the contract approved by himself or lower Authority | Nil |
| 14. | Modification of terms of contract not involving financial implications. | Full Power | Full Power | Full Power | Full Powers for order approved by himself or lower authority. | Full Powers for order approved by himself |

REMARKS :

Sl. No.

12.
 - a) It does not include variation in rates.
 - b) Revised financial sanction shall be obtained in respect of works / supply wherever necessary.
 - c) The authority accepting the variation shall have the financial power to accept / approve the amount involved in the variation.
 - d) When the work / supply consists of several items, the variation in total awarded value is to be considered and not in isolation.
 - e) Approval is not required for acceptance of downward variation from awarded value.
13. This is subject to the following conditions :
 - a) A reasonable assessment and certification that there has been no downward trend in prices to the best of his knowledge.
 - b) The original order was not placed to cover an emergent demand without following prescribed procedure and price was not escalated to compensate for earlier delivery.
 - c) Repeat order shall not be placed beyond 12(twelve) months from the date of original order.
 - d) Repeat order shall not be placed more than once.
 - e) In case of single unit item or original order not exceeding Rs.1 Lakh, the repeat order to the extent of original order can be placed.
 - f) In case of AMC / ARC, repeat order upto 1(one) year from the date of expiry of original order is permissible.
 - g) No repeat order shall be placed against original order placed on single offer basis except in case of OEM/OES/PSU/PAC/ source standardization basis.
 - h)
 - i) Sl. No. 13(a), (b), (d) and (g) shall be applicable.
 - ii) Extension order has to be placed within the pendency of original contract along with same rate, terms & conditions of original contract.
 - iii) Justification of extension to be recorded in writing.
14.
 - a) Circumstances leading to such modification shall be recorded.
 - b) Modification shall not in any way be disadvantageous to the Corporation.
 - c) Finance concurrence / recommendation of tender committee is not required.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|------------|------------|---|---|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 15. | Modification of mode of transport from What has been provided in the contract. | Full Power | Full Power | Full Power | Full Power for order approved by himself or lower authority. | Full Power for order approved by himself. |
| 16. | Modification of payment terms or any other terms having financial implications. | Full Power | Full Power | Full Power | Full Power for orders approved by himself. | Nil |
| 17. | Extension of date of completion of work or deliveries of supplies. | Full Power | Full Power | Full Power | Full Power for order approved by himself or by lower authority. | Full Power for order approved by himself. |

REMARKS :

Sl. No.

15. a) Financial concurrence will not be necessary.
b) It shall be done in exceptional cases, reasons for which shall be recorded in writing.
17. a) In case of extension of time without imposition of L/D, a certificate shall be furnished that the delay is not attributable to the contractor.
b) Provisional extension of time without deciding the application of LD may be granted by the authority competent to grant extension of time.
c) No financial concurrence is necessary.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|--|--|--|---|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 18. | Cancellation of order/contract in part or full. | Full Power | Full Power for order approved by himself or by lower authority | Full Power for order approved by himself or by lower authority | Full Power for order approved by himself or by lower authority | Full Power for order approved by himself |
| 19. | Transfer of Earnest Money from one tender to another for the same contract. | Full Power | Full Power | Full Power | Full Power upto value of contract acceptable by himself or lower authority | Full Power upto value of contract acceptable by himself |

REMARKS :

Sl. No.

18. This is subject to the following conditions :
- a) Reasons for cancellation shall be recorded.
 - b) Legal opinion should be obtained wherever necessary.
 - c) The defaulting party shall be subjected to penal action as per contract and EMD / SDBG, if any shall be forfeited.
 - d) Risk purchase clause shall be applicable.
19. a) Provided that the earlier tender has been finalized and subject to endorsement by the respective accounts office.
- b) Financial concurrence will not be required.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|------------|------------|--|---|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 20. | Refund / Forfeiture of Earnest Money / and Security Deposit. | Full Power | Full Power | Full Power | Full Power for tenders invited / accepted by him or lower authority | Full Power for tenders invited / accepted by him |
| 21. | Power to negotiate before placement of order / finalization of contract. | Full Power | Full Power | Full Power | Full Power Upto value of contract acceptable by lower authority | Nil |
| 22. | Power to fix rates for extra items not provided for in the contract. | Full Power | Full Power | Full Power | Full Power upto value of contract acceptable by himself or lower Authority | Full Power upto value of contract acceptable by himself |

REMARKS :

20. a) Power for premature refund of Security Deposit shall be exercised with the approval of Tender Accepting Authority / Chairman (where Board is the TAA).
- b) The reasons for forfeiture shall be recorded.
- c) Earnest Money of the unsuccessful tenderer(s) may be released after finalization of the tender or where validity offer has expired and the contractor is not agreeable to extend the validity.
- d) Security Deposit may be refunded after settlement of the recoveries and expiry of the warranty period after successful completion of the contract.
- e) No financial concurrence will be necessary except in case of premature refund of Security Deposit.
21. a) Negotiation for cases having tender value more than Rs.50,000/- but upto Rs.50 lacs shall be carried out by the Tender Committee.
- b) Negotiation for cases having tender value above Rs.50 lacs shall be done at W&STC-II.
- c) Power to be guided as per provision of W&P Manual and DVC guidelines issued from time to time.
22. The overall cost shall not exceed 25% of the order value including excess quantity of work.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|-----------------|-----------------|-----------------|------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 23. | Award of contract / placement of P.O. for import substitution required to be indigenously manufactured. | Full Power | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.2 Lacs | Nil |
| 24. | i) Utilization of services of Specialist / Consultant / Experts. | Upto Rs.70 Lacs | Upto Rs.50 Lacs | Upto Rs.40 Lacs | Upto Rs.10 Lacs | Nil |
| | ii) Utilization of improved technological applications | Upto Rs.7 Lacs | Upto Rs.5 Lacs | Upto Rs.5 Lacs | Nil | Nil |

REMARKS :

Sl. No.

23. a) Quotation from the manufacturer to be obtained. In case more than one such manufacturer is known to produce the required import substitution, quotations may be obtained from all of them for comparison and selection of the most suitable offer.
- b) Development of proprietary spares / new items locally may also be dealt with under this clause on single tender / quotation basis.
24. a) This refers to consultancy with a Professional Institution / Specialist / Consultant / Expert etc. for a specific work on assignment for investigation / testing / review / report / advice etc.
- b) Where there are known agencies in the market for rendering such services, rates should be obtained at least from three of them.
- c) Order on Govt. / Govt. controlled agency / Universities / Laboratories etc. may be placed on single offer basis.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|------------|------------|------------|------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 25. | Hiring / letting of tools & plants and work equipments. 1) Letting 2) Hiring | Full Power | Full Power | Full Power | Nil | Nil |
| | | Full Power | Full Power | Full Power | Full Power | Nil |
| 26. | Borrowing / lending of steel / cement & other materials from / to Govt. Undertaking and Dept / Local or statutory bodies. | Full Power | Full Power | Full Power | Full Power | Nil |

REMARKS :

Sl. No.

25. 1(a) No financial concurrence will be required if recovery of the charges is made as fixed by the Corporation / Govt. or semi Govt. departments from time to time.
- (b) While letting out, it is also to be ensured that adequate security is obtained and the progress of the work at the station will not be affected.
25. 2 The period of hiring should not normally exceed one month in each case. This is subject to certification of reasonableness of rate by the incumbent.
26. a) Records of such transaction shall be maintained in a register with information to accounts so that replenishment of the material can be made / obtained at the earliest opportunity.
- b) Settlement of the transaction, if required, may be agreed upon on payment basis when the same is not disadvantageous to the Corporation and approved by CE/Sr.CE.
- c) No financial concurrence is required if transaction is not on payment basis.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|---------------------------|---------------------------|---|--|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 27. | Hiring of vehicles on casual / temporary basis on grounds of urgency / Emergency land on the basis of single tender. | Upto Rs.2,80,000 Per case | Upto Rs.2,00,000 per case | Upto Rs.1,00,000 per case | Upto Rs.30,000 per case | Upto Rs.20,000 per case |
| 28. | Sanction to pay demurrage and wharfage charges. | Full Power | Full Power | Full Power | Upto Rs.10,000 in case subject to an overall limit of Rs.50,000 in a financial year | Upto Rs.5,000 in case subject to an overall limit of Rs.25,000 in a financial year |

REMARKS :

Sl. No.

27. a) Period of hiring in each case shall not exceed 30(thirty) days at a time.
- b) Such power shall be exercised judiciously and it will be incumbent on the functionaries to access and certify the reasonability of rate in writing.
- c) No authorization of vehicle is required for exercising power under Sl. 27.
28. a) Power shall be exercised after proper investigation.
- b) Each case referred to herein shall mean one consignment covered by each bill of lading GR / LR / RR.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|-----------------------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 29. | Power to write off losses of any item of stores, equipments, tools, cash etc. including adjustment of discrepancies in an item during stock verification. | | | | | |
| 29.1 | i) Due to theft, fraud or negligence. | Upto Rs.70,000 in each case | Upto Rs.50,000 in each case | Upto Rs.25,000 in each case | Nil | Nil |
| | ii) Not due to theft, fraud or negligence. | Upto Rs.2.8 Lacs in each case | Upto Rs.2 Lacs in each case | Upto Rs.50,000 in each case | Upto Rs.20,000 in each case | Upto Rs.10,000 in each case |
| 29.2 | Any shortage in chemicals, lubricants, coal, fuel oil etc. as per prescribed norms, if applicable. | Full Power in each case as per norms | Full Power in each case as per norms | Full Power in each case as per norms | Full Power in each case as per norms | Nil |
| 29.3 | Under settlement of claims on under writes / transporters. | Upto Rs.7 Lacs | Upto Rs.5 Lacs | Upto Rs.1 Lac. | Upto Rs.20,000 | Upto Rs.10,000 |

REMARKS :

Sl. No.

- 29.1 a) The power is to be exercised subject to investigation by a committee duly constituted by Sr. CE/CE with representative from Finance. A copy of the report together with approval to write off shall be sent to A/cs for necessary adjustment.
- b) In case of loss due to theft, fraud or negligence it should be ensured that -
- i) The loss does not disclose a defect in system, the amendment of which requires Corpn. Sanction.
 - ii) The negligence on the part of Corpn. Employee(s) is not such that it calls for disciplinary action.
 - iii) FIR is lodged in case of theft.
 - iv) A report is submitted to Secy. of the Corpn.
 - v) Amount should be based on Written Down Value (WDV)/Book value of the item, as the case may be. Write off of losses should take place after tendering for sale/disposal is finalized.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|---------------|-----------------|---|--|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 30. | Declaration of surplus/ unserviceable. | | | | | |
| 30.1 | Declaration of stores & T&P including motor vehicle as surplus. | Full Power | Full Power | Full Power | Full Power except for machinery and motor vehicle | Nil |
| 30.2 | Declaration of stores T&P including motor vehicle as unserviceable. | Full Power | Full Power | Full Power | Upto Rs.2 Lacs in each case except motor vehicle | Upto Rs.50,000 in each case except motor vehicle |
| 31. | Power to award work to Registered Labour Co-operative Society. | Upto Rs.1.4 Lacs | Upto Rs.1 Lac | Upto Rs.0.5 Lac | Upto Rs.0.2 Lac | Upto Rs.0.1 Lac |

REMARKS :

Sl. No.

- 30.1 In respect of surplus material, before sale to outsiders, attempt should be made to transfer the materials to another unit of DVC where it may be required. CMM and COS/Addl. COS are to be consulted before taking action.
- 30.2 For declaration of stores of value above Rs.5,000 as unserviceable, the declaration shall be made on assessment by a survey committee including finance member to be set up by Sr.CE /CE.
31. a) Power may be exercised for awarding the work to the labour Co-operative Society without calling for tender.
- b) The authority awarding the work is to certify the reasonableness of the rate, which would clearly be at per with the prevailing rate for similar work awarded through open / limited tender.
- c) A report shall be sent to Secretary.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|---|------------------------------------|--------------------------|-------------------------|-----------------|----------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 32. | Power to accord sanction on ceremonies connected with laying of foundation stone, opening of public buildings / boiler drum lifting / boiler light up / commissioning of Sub-Station / transmission line etc. | Upto Rs.2.8 Lacs per annum | Upto Rs.2 Lacs per annum | Upto Rs.1 Lac per annum | Nil | Nil |
| 33. | Power to sign agreement on behalf of the Corpn. after acceptance of the tender by competent authority. | Full Power | Full Power | Full Power | Full Power | Full Power |
| 34. | Power to reject irregular / unbalanced tender. | Full Power | Full Power | Full Power | Upto Rs.10 Lacs | Upto Rs.5 Lacs |
| 35. | Acquisition / Purchase / Lease of land for Administratively approved schemes through respective District Collectors / Local Administration. | Full Power | Full Power | Full Power | Upto Rs.5 Lacs | Upto Rs.2 Lacs |

REMARKS :

Sl. No.

33. No finance concurrence is required.
34. a) The recommendation of tender committee/W&STC-II, as the case may be, shall be obtained.
b) Irregular / unbalanced tender also includes abnormally high/low rate as considered by TC.
35. a) The compensation shall be payable at the rate fixed by the State Govt. / Local Administration.
b) Payment may be made on certification of LALO / DRLA and in consultation with District Authority / Local Administration.
c) Expenditure shall be covered in the project sanction and approved budget.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|------------|------------|-------------------------------|-------------------------------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 36. | Hiring of accommodation for transit camp / storage godown. | Full Power | Full Power | Full Power | Upto Rs.10,000/- in each case | Upto Rs.5,000/- in each case |
| 37. | Grant of compensation for the land acquired for the substation / transmission corridor / tower bases / support structure bases or for causing damages to standing crops, tree cutting, demolition of structure, animals etc. as may be required in power plant & Trans System. | Full Power | Full Power | Full Power | Upto Rs.2 lacs in each case | Upto Rs.50,000/- in each case |

REMARKS :

Sl. No.

36. a) Hiring shall be for a maximum period of one year at a time.
- b) Expenditure on hiring shall be covered by the sanctioned estimate of the project or the work concerned.
37. a) Exercise of power shall be subject to :-
- i) Compensation payment to be made in presence of district officials including SDO, BDO, or their authorized representative / people's representative viz. Anchal Pradhan, Mukiya etc.
- ii) Compensation shall be payable at the rate fixed by the collector of the district. In the event of such rate not being available, rate of compensation may be determined by a committee to be formed by CE. A/cs. / Finance representative shall be inducted in the committee.
- b) Expenditure shall be covered in the project sanction.
- c) No financial concurrence is required.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | | |
|---------|--|------------------------------------|------------|------------------|--------|------|
| | | Director | Sr. CE | C.E. | Dy. CE | S.E. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 38 | Disposal : | | | | | |
| 38.1 | Disposal of surplus / unserviceable stores and T&P including motor vehicles etc. | Nil | Full Power | Full Power | Nil | Nil |
| 38.2 | Disposal of Coal Mill Rejects including invitation of tender and award | Nil | Full Power | Upto Rs.500 Lacs | Nil | Nil |

REMARKS :

Sl. No.

38. a) Power to be exercised in consultation with a committee with Finance as one of the members and subject to observance of rules and procedures prescribed by the Corporation from time to time.
- b) Disposal should be through open tender/e-auction/public auction or through any agency as decided by Corporation.
- c) Explosive material/hazardous waste shall not be sold to unauthorized persons.

CIVIL ENGINEERING

&

SOIL CONSERVATION

GENERAL CONDITIONS FOR DELEGATION OF FINANCIAL POWER
FOR CIVIL ENGINEERING AND SOIL CONSERVATION DEPTT., 2009

1. These powers can be exercised subject to availability of fund in the approved budget. While exercising the power delegated, all officers shall scrupulously follow the decisions of the Corporation as well as executive instruction, if any, issued from time to time relating to the subject concerned and observe all necessary procedural formalities as laid down in the Works & Procurement Manual and orders of the Corporation.
2. The executives will exercise the power in consultation with the Finance and Accounts attached to them by constituting three-member Tender Committee for all cases having financial value exceeding Rs.50,000/- except for the cases where the financial concurrence have been specifically exempted.
3. Powers as delegated to different executives under this DFP cannot be re-delegated further.
4. Jt. Financial/Dy. Financial Adviser, Finance/Accounts Officer concerned should send a monthly consolidated statement showing the budget provision and the total expenditure committed till the end of the month and the balance amount available thereof to Financial Adviser by 10th of the following month.
5. Officers are expected to be vigilant in respect of expenditure from the Corporation's fund, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
6. Powers for interpretations or clarifications in respect of any item covered in the schedule of delegation of powers shall rest with the Chairman of the Corporation.
7. The expenditure should not be prima-facie more than the occasion demands.
8. Tenders will be considered at the appropriate level of W&STC wherever applicable as per provisions in Works & Procurement Manual and/ or orders of the Corporation.
9. Powers conferred under this delegation shall be applicable to the job as a whole and shall not be split to circumvent the limits of delegation.
10. Power of SDE/EE as referred to in this schedule is applicable to SDE/EE in-charge of the division.

11. For Civil work Inside Power House, Plant Chiefs may also exercise all the powers of CE[C] except issuance of technical sanction.
12. Manager, Reservoir Operation and Chief Co-ordinator (SIP) may exercise the power of SE(C) to the extent and areas of his requirement.
13. Acceptance of single offer against LTE to be considered as single tender on ground of urgency in all related cases.
14. Enlistment of contractors for Civil Engineering works shall be made through a transparent process after every three years.
15. A Register is to be maintained indicating the names of the purchase/ work/services, value of the contract, name of The Vendor/ contractor and other relevant details in case of all such tenders/contracts and to be kept at the office of the Tender inviting authority. In case of contract (work/supply/services) awarded without invitation of tender or not concluded through Tender Committee, the reasons for awarding such contracts are to be recorded in the register irrespective of financial value.
16. The delegated powers are to operate for all civil works relating to all formations in the civil engineering circles except the cases where specific power has been delegated to the authorities of different disciplines.
17. Director (Project) and Director (Tech) shall exercise all the powers delegated to the Chief Engineer (Civil).
18. Administrative and financial sanction to capital works as well as works related to repair and maintenance are vested with the authority of the department / unit, who is controlling the budget and for whom new facilities are to be created. However, technical sanction in respect of the works should be approved by the concerned Civil Engineering Section.
19. This schedule supersedes all previous orders on the subject.

Soil Conservation Deptt.:

- 1) All the powers delegated to the DCE(C) under this delegation should also be exercised by the Director, Soil Conservation except in cases of technical sanctions of civil works related to construction and maintenance of colony.
- 2) All the financial powers delegated to SE(C) can be exercised by the Jt. Director, Soil Conservation except in cases of technical sanction of civil works related to construction and maintenance.
- 3) All the powers delegated to SDE(C)/EE(C) are delegated to the Dy. Director, Soil Conservation except in cases of technical sanction of civil works related to construction and maintenance.
- 4) All other powers specially required for Soil Conservation Deptt. have been spelt out separately in Annexure.
- 5) The Corporation is pleased to authorize the Director, Soil Conservation Department, DVC, Hazaribagh to revise the Minimum Wages of daily rated workers engaged under Forestry / Colony Beautification / Agricultural Operations etc. within the State of Jharkhand and West Bengal as per the rates approved by the respective State Governments through Notification.
- 6) The Corporation is pleased to authorize the Director, Soil Conservation Department, DVC, Hazaribagh to revise the Schedule of Rates of Earth works for the activities related to the Soil Conservation Department as and when the State Govt. review the rates through Minimum Wage Notification. This delegation will, however, be restricted to application of Minimum Wages to Earth works only.

DELEGATION OF FINANCIAL POWER FOR CIVIL ENGINEERING WORK

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|------------------|-----------------|-----------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | Administrative and financial sanction to capital works | Upto Rs.200 Lacs | Upto Rs.50 Lacs | Upto Rs.3 Lacs | Nil |
| 2. | Power to accord technical sanction to detailed estimates for civil works | Full Power | Upto Rs.125 Lacs | Upto Rs.35 Lacs | Upto Rs.15 Lacs |
| 3. | Administrative Approval to repair & maintenance works | | | | |
| 3.1 | Repair and Maintenance in Plant & Township Area. | Full Power | Upto Rs.125 Lacs | Upto Rs.35 Lacs | Upto Rs.5 Lacs |
| 3.2 | New Works in Plant & Township Area. | Upto Rs.50 Lacs | Upto Rs.10 Lacs | Nil | Nil |

REMARKS :

1. (a) Power to be exercised subject to provision of the work in the approved budget irrespective of the amount.
- (b) The work comprises of new construction, which would build up new assets and addition to existing assets. The work includes Plants and Machineries and Tools and Equipment required for such job.
2. (a) No financial concurrence is required.
- (b) No officer can accord revised technical sanction to an estimate originally sanctioned by higher authority.
3. (a) In the case of GOMD Civil works, administrative approval is to be given by the concerned S.E.(Elec) and in case of civil works in power house including township by the SE (Civil) upto his power and beyond by the concerned Station Chief.
- (b) No financial concurrence is required for administrative approval.
- (c) Item 3.2 relates to works not provided in the approved Capital Budget but covered in the Revenue Budget.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|---|------------------------------------|------------------|-----------------|------------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 4. | Invitation and opening of tender for approved works | | | | |
| 4.1 | Open Tender | Full Power | Upto Rs.125 Lacs | Upto Rs.35 Lacs | Upto Rs.5 Lacs |
| 4.2 | Limited Tender | Full Power | Upto Rs.50 Lacs | Upto Rs.10 Lacs | Upto Rs.2.5 Lacs |
| 4.3 | Single tender on ground of emergency | Full Power | Nil | Nil | Nil |
| 4.4 | Single tender on ground of urgency | Upto Rs.25 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs | Upto Rs.0.5 Lac |
| 4.5 | Single tender on PSU/OEM/ OES | Full Power | Upto Rs.50 Lacs | Upto Rs.20 Lacs | Nil |

REMARKS :

4. (a) Invitation from unlisted parties may be resorted to when the work cannot be executed by enlisted firm on technical grounds.
- (b) Single Tender on ground of emergency/urgency implies offer obtained from a single party without floating tender enquiry.
- (c) Power against Sl. 4.3 shall be exercised only in case of emergency caused by unforeseen situation arising out of flood, fire, earthquake, explosions, flash over, accident etc. when there is no time for observing procedural formalities. A report of such cases should be sent to Director (T).
- (d) No financial concurrence is required.
- (e) Tender invited from enlisted contractors selected through Press Advertisement upto the value of Rs.25 lakh will be treated as open tender.
- (f) Tenders shall be invited and opened by the EE/SDE-in-Charge on obtaining approval of the next higher authority.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|---|------------------------------------|---|---|------------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 5. | Acceptance of tender against tender invited under Sl. No. 4 above | | | | |
| 5.1 | Open tender | Upto Rs.500 Lacs | Upto Rs.50 Lacs | Upto Rs.35 Lacs | Upto Rs.3 Lacs |
| 5.2 | Limited tender | Upto Rs.150 Lacs | Upto Rs.15 Lacs | Upto Rs.5 Lacs | Upto Rs.1 Lacs |
| 5.3 | Acceptance of single tender on ground of emergency | Upto Rs.50 Lacs | Nil | Nil | Nil |
| 5.4 | Acceptance of single tender on ground of urgency | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs | Upto Rs.0.30 Lac |
| 5.5 | Award of contract by negotiation without normal tendering procedure. (All such negotiation is made by W&STC Level-II/TC. if the value is more than Rs. 50000, Finance is to be involved in the negotiation process. | Upto Rs.5 Lacs | Upto Rs.1 Lac | Upto Rs.0.50 Lac | Nil |
| 5.6 | Award of Deposit Works to various Govt. Agencies including Technical approval and administrative approval of cost estimates. | Upto Rs.25 Lacs | Nil | Nil | Nil |
| 6. | Approval of excess over awarded value during execution of works / supplies due to change in scope/quantity only | Upto 35% of the awarded value | Upto 25% of the awarded value in respect of awarded by himself or lower authority | Upto 20% of the awarded value in respect of awarded by himself or lower authority | Nil |

REMARKS :

5.
 - (a) Value to be considered for this delegation should be the lowest quoted rates/tendered amount without loading for taxes etc. lowest rate for the purpose of placement of order will, however, be decided on the basis of analysis and evaluation of the tenders.
 - (b) The accepted value of tenders **should not** exceed the amount of technical sanction by more than –
EE/SDE/SE : Upto 15%, DCE : Upto 20%, CE : 50%.
 - (c) Execution of contracts in PWA Forms should be restricted to works costing upto Rs. 2 lakh in respect of all works, including earthwork.
 - (d) Single Tender would have to be adequately justified on the basis of technical requirements/urgency.
 - (e) In case of single response against the limited tender, re-tendering will normally be resorted to once at least. In exceptional circumstances, the tender may be accepted but reasons thereof will be recorded in writing and be approved by respective authority treating the same as single tender on the grounds of urgency.
 - (f) Single Tender against open tender is to be considered as open tender.

6.
 - a) It does not include variation in rates.
 - b) When the work/supply consists of several items, the excess in total awarded value is to be considered and not item-wise.
 - c) Revised financial sanction shall be obtained in respect of works/supply wherever necessary.
 - d) The authority accepting the variation shall have the financial power to accept/approve the amount in the variation as per delegated power of acceptance.
 - e) Excess work upto 5% of the contract value would be deemed to be covered within the order/awarded value.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|---|---|--|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 7. | Approval of rate and sanction to extra, new items of work and execution of supplementary agreement | 35% of the awarded value | Upto 25% of the awarded value in respect of awarded by himself or lower authority | Upto 20% of the awarded value in respect of awarded by himself or lower authority | Nil |
| 8. | Power to alteration in constn./maintenance details of work during execution due to change in scope/quantity. | Full Power | Full Power | Full Power | Full Power |
| 9. | Power to grant extension of time for completion of work or delivery of supply. | Full Power | Full Power for order approved by himself or by lower authority | Full Power for order approved by himself or by lower authority | Full Power for order approved by himself |
| 10. | Power to reject irregular and unbalanced tenders. | Full Power | Upto Rs.125 Lacs | Upto Rs.35 Lacs | Upto Rs.5 Lacs |

REMARKS :

7. (a) Variation work upto 5% of the contract value would be deemed to be covered within the order/contract.
(b) Provided execution of work under this delegation including excess quantity, if any, should not exceed delegated power under Sl. 6.
(c) No supplementary agreement is required to be executed in case of variation in work up to 5% of the contract value.
8. (a) Power to be exercised not below the authority who accorded tech. sanction to the original estimate & subject to the condition that such alteration does not cause the value of work to exceed the limit of their power under Sl. 2 as the case may be. Except in case of CE, intimation has to be made to Director(T). Rate of substituted alteration items be accepted as per schedule of rate plus/minus accepted rate of original contract.
(b) Substitution of an item of work is to be regulated under this delegation provided the substituted item is included in the approved schedule of rates.
(c) Finance concurrence/consultation is not required.
(d) Provided execution of work under this delegation including excess quantity, if any, should not exceed delegated power under Sl. 6.
9. (a) In case of extension of time without imposition of LD a certificate is to be furnished to the effect that delay is not attributable to the contractor/supplier.
(b) Provisional extension of time without deciding the application of LD may be granted by the Authority competent to grant extension of time.
(c) No financial concurrence is necessary.
10. (a) Subject to the condition that the tenders are examined by the concerned W&STC Level-II / TC at the respective level if estimated value is more than Rs. 50000/-
(b) The recommendation of tender committee / W&STC-II, as the case may be, shall be obtained.
(c) Irregular / unbalanced tender also includes abnormally high / low rate as considered by TC.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|------------------|------------------|------------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 11. | Transfer of earnest money from one tender to another for the same contractor | Full power | Full power | Full power | Full power |
| 12. | Sanction for : | | | | |
| 12.1 | Purchase of plant & machinery and special tools & plants other than vehicle. | Upto Rs.500 Lacs | Upto Rs.5 Lacs | Upto Rs.1 Lac | Nil |
| 12.2 | Purchase of plant & machinery and special tools & plant (except vehicles) in replacement of existing ones. | Upto Rs.500 Lacs | Upto Rs.15 Lacs | Upto Rs.5 Lacs | Nil |
| 12.3 | Purchase of tools & accessories | Upto Rs.5 Lacs | Upto Rs.1 Lacs | Upto Rs.0.5 Lacs | Nil |
| 13. | Invitation and opening of tenders against Sl. No. 12 | | | | |
| 13.1 | Open Tender | Full Power | Upto Rs.100 Lacs | Upto Rs.35 Lacs | Upto Rs.5 Lacs |
| 13.2 | Limited Tender | Full Power | Upto Rs.50 Lacs | Upto Rs.10 Lacs | Upto Rs.2.5 Lacs |
| 13.3 | Single Tender | Full Power | Upto Rs.10 Lacs | Upto Rs.2 Lacs | Nil |
| | i) Where proprietary article certificate has been given | | | | |
| | ii) In case of public sector undertaking & other original supplier/manufacturer. | Full Power | Upto Rs.25 Lacs | Upto Rs.10 Lacs | Nil |
| | iii) On ground of urgency | Upto Rs.25 Lacs | Upto Rs.5 Lacs | Upto Rs.2 Lacs | Nil |
| | iv) On grounds of emergency | Full Power | Nil | Nil | Nil |

REMARKS :

11. (a) Provided that the earlier tender has been finalized and subject to endorsement by the respective Accounts Office.
(b) Finance concurrence will not be required.
- 12.2 (a) The case of premature replacement on the ground of obsolescence or condition basis prior approval of the CE is to be obtained.
13. (a) Finance concurrence is not required.
(b) Single tender in case of emergency/urgency implies offer obtained/procurement made from a single party without floating tender enquiry.
(c) Tenders shall be invited and opened by the EE/SDE-in-Charge on obtaining approval of the next higher authority.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|------------------|------------------|------------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 14. | Acceptance of tender called vide Sl. No. 13 above | | | | |
| 14.1 | Open Tender | Upto Rs.500 Lacs | Upto Rs.50 Lacs | Upto Rs.35 Lacs | Upto Rs.5 Lacs |
| 14.2 | Limited Tender | Upto Rs.150 Lacs | Upto Rs.15 Lacs | Upto Rs.5 Lacs | Upto Rs.1 Lac |
| 14.3 | Single Tender | Upto Rs.25 Lacs | Upto Rs.2 Lacs | Upto Rs.0.5 Lac | Nil |
| | i) Where proprietary article certificate has been given | | | | |
| | ii) In case of public sector undertaking & other original supplier/manufacturer. | Upto Rs.500 Lacs | Upto Rs.25 Lacs | Upto Rs.10 Lacs | Nil |
| | iii) On ground of urgency | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs | Nil |
| | iv) On grounds of emergency | Upto Rs.50 Lacs | Nil | Nil | Nil |
| 15. | Procurement of stores : (including approval, invitation & acceptance of tender) | | | | |
| 15.1 | By inviting open tender / quotation | Upto Rs.500 Lacs | Upto Rs.50 Lacs | Upto Rs.35 Lacs | Upto Rs.5 Lacs |
| 15.2 | By inviting limited tender / quotation | Upto Rs.150 Lacs | Upto Rs.15 Lacs | Upto Rs.5 Lacs | Upto Rs.2 Lacs |
| 15.3 | Single Tender on ground of urgency | Upto Rs.10 Lacs | Upto Rs.3 Lacs | Upto Rs.1 Lac | Nil |
| 15.4 | Without calling for tender / quotation | Upto Rs.0.75 Lac | Upto Rs.0.20 Lac | Upto Rs.0.10 Lac | Upto Rs.0.02 Lac |

REMARKS :

14. (a) Value to be considered for this delegation should be the lowest quoted rates/tendered amount without loading for taxes and duties.
- (b) Power for purchase on single tender basis on ground of urgency/emergency shall be exercised discreetly and it will be on the functionaries to assess the reasonability of rates in writing.
15. (a) Remarks under Sl. 13 & 14 will also be applicable in case of Sl. No. 15.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|---|------------------------------------|------------------------------|-----------------------------|----------------------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 16. | Administrative approval for invitation of tenders, opening of tenders & acceptance of tender for procurement of materials like bricks, sands, stone chips, moorum, boulder, timber and other materials not usually stocked. | | | | |
| 16.1 | Limited Tender | Upto Rs.20 Lacs | Upto Rs.10 Lacs | Upto Rs.5 Lacs | Upto Rs.2 Lacs |
| 16.2 | Single tenders on ground of urgency | Upto Rs.5 Lacs | Upto Rs.1 Lac | Upto Rs.0.50 Lac | Upto Rs.0.20 Lac |
| 17. | Award of contract for transportation of equipment / materials | | | | |
| 17.1 | On invitation of usual tender / quotation. OPEN/LTE | Upto Rs.150 Lacs in each case | Upto Rs.10 Lacs in each case | Upto Rs.5 Lacs in each case | Upto Rs.1 Lac in each case |
| 17.2 | Single Tender on ground of urgency. | Upto Rs.5 Lacs in each case | Upto Rs.3 Lacs in each case | Upto Rs.2 Lacs in each case | Nil |
| 18. | Power to negotiate before placement of order/finalization of contract | Full Power | Upto Rs.5 Lacs | Upto Rs.3 Lacs | Nil |

REMARKS :

16. (a) Single tender for Sl. No. 16.2 implies offer obtained from single party without floating tender enquiry.
- (b) Urgency denotes when there is no time for observing procedural formalities.
17. (a) Rate contract may be made under the provision of this delegation to avoid repeated tendering when the work is of regular & repetitive nature and has to be carried out throughout the year.
- (b) In case of contract finalized on single tender basis on ground of urgency, circumstances leading to such urgency need to be recorded and reasonability of rates should be ascertained and certified.
18. (a) All negotiation exceeding Rs. 50 lakhs by W&STC-II. Negotiation for cases having Tender Value more than Rs. 50,000/- but upto Rs.50 lakhs shall be carried out by the Tender Committee.
- (b) Power to be guided as per provision of W&P Manual and CVC guidelines issued from time to time.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|---|---|---|---|--|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 19. | To place order for minor works, including repairing of tools & plants, without obtaining quotation. | Upto Rs.0.5 Lac in each occasion subject to annual limit of Rs.5 Lacs | Upto Rs.0.3 Lac in each occasion subject to annual limit of Rs.2 Lacs | Upto Rs.0.2 Lac in each occasion subject to annual limit of Rs.1 Lac | Upto Rs.0.1 Lac in each occasion subject to annual limit of Rs.0.5 Lac |
| 20. | i) To approve / place repeat orders for purchase / services | Upto 50% of the value of the original order. | Upto 50% of the value of the original order approved by himself or lower authority. | Upto 50% of the value of the original order approved by himself or lower authority. | Nil |
| | ii) Extension of AMC/ARC in respect of any services / goods | Upto value of the contract approved by himself or lower authority | Upto value of the contract approved by himself or lower authority | Upto value of the contract approved by himself or lower authority | Nil |
| 21. | Power for modification of terms of contract not involving financial implication. | Full Power | Full power for order approved by himself or lower authority. | Full power for order approved by himself. | Nil |

REMARKS :

- 19.1 This delegation shall be exercised discreetly and it will be on the functionaries to assess and certify the reasonableness of rates in writing.
- 19.2 The power to the extent of Rs.2,500/- on each occasion can also be exercised by In-Charge of works Sub-Division subject to annual limit of Rs.25,000/-.
20. Subject to the following conditions :-
- (a) A reasonable assessment and certification that there has been no downward trend in prices.
 - (b) The original order was not placed to cover an urgent or emergent demand without following prescribed procedures.
 - (c) Repeat order shall not be placed beyond 12 months from the date of original order.
 - (d) Repeat order shall not be placed more than once.
 - (e) In case of single item repeat or original order not exceeding Rs.1 lakh, the repeat order to the extent of original order can be placed.
 - (f) Repeat order can only be placed by the authority who placed the original order.
 - (g) In case of AMC/ARC, repeat order upto one year from the date of expiry of the original order.
 - (h) Extension order has to be placed within the pendency of original contract along with same rate, terms & conditions of original contract.
 - (i) Justification of extension to be recorded in writing.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|--|---|------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 22. | Modification of payment terms or any other terms having financial implication which was not originally included in the contract. | Full Power | Full power for order approved by himself or lower authority. | Nil | Nil |
| 23. | To refund/forfeiture of Earnest Money & Security Deposit | Full power | Full Power up to the value of tender invited / accepted by him or lower authority. | Full Power up to the value of tender invited / accepted by him. | Full power |
| 24. | Utilization of services of specialist/consultant/expert | Upto Rs.40 Lacs | Upto Rs.10 Lacs | Nil | Nil |

REMARKS :

21. (a) Circumstances leading to such modification shall be recorded.
(b) Modification should not in any way be disadvantageous to the Corporation.
(c) Finance concurrence/recommendation of Tender Committee is not required.
23. (a) This delegation should be guided by provision in work agreement.
(b) Reason for forfeiture is to be recorded.
(c) Earnest Money of the unsuccessful tenderer may be released after finalization of tender. EMD for successful bidder to be released after acceptance of SDBG.
(d) Security Deposit may be refunded after settlement of the final bill and expiry of warranty period after successful completion of the contract as per provision of work agreement.
24. (a) This refers to consultancy with a professional institution/consultant/specialist/expert etc for a specific work or assignment for investigation/report/advice/testing/reviews etc.
(b) Where there are known agencies in the market for rendering such services, rates should be obtained from at least three of them.
(c) Order on Govt./Govt. controlled agencies/universities/laboratories etc. may be placed on single order basis.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|---|--|--------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 25. | Hiring/letting of tools & plants and works equipment. | | | | |
| 25.1 | Letting | Full Power | Nil | Nil | Nil |
| 25.2 | Hiring | Full power | Full power | Nil | Nil |
| 26. | Borrowing / lending of steel/cement & other materials from / to Govt. Undertaking and deptt. / Local or Statutory Body. | Full power | Full power | Nil | Nil |
| 27. | Hiring of vehicle on casual / temporary basis on ground of urgency / emergency or on the basis of single tender. | Upto Rs.1 Lac in each case | Upto Rs.0.30 Lac in each case | Upto Rs.0.20 Lac in each case | Nil |
| 28. | Sanction to pay demurrage & wharfage charges | Full power | Upto Rs.0.1 Lac in each case subject to overall limit of Rs.50,000/- in a financial year. | Upto Rs.0.05 Lac in each case subject to overall limit of Rs.25,000/- in a financial year. | Nil |
| 29. | Power to write off losses of any item of stores, equipment, tools, cash etc. including adjustment of discrepancies in an item during stock verification. | | | | |
| 29.1 | (i) Due to theft, fraud or negligence. | Upto Rs.0.25 Lac in each case | Nil | Nil | Nil |
| | (ii) Not due to theft, fraud or negligence | Upto Rs.0.50 Lac in each case | Upto Rs.0.20 Lac in each case | Upto Rs.0.10 Lac in each case | Nil |

REMARKS :

- 25.1 (a) While letting out, it is to be ensured that adequate security is obtained and progress of the work at the station will not be affected.
- (b) No finance concurrence will be required if the charges are made as fixed by the Corporation/Govt./semi Govt. Deptt. from time to time.
- 25.2 The period of hiring should not normally exceed one month in each case. This is subject to certification of reasonableness of the rate by the incumbent.
26. (a) Record of such transaction should be maintained in a register with information to Accounts so that replenishment of the materials can be made/obtained at the earliest opportunity.
- (b) Settlement of transaction, if required, may be agreed upon on payment basis when the same is not disadvantageous to the Corporation and the same is approved by the CE.
- (c) No financial concurrence is required if transaction is not on payment basis.
27. (a) Period of hiring in each case should not exceed 30 days at a time.
- (b) Such power should be exercised judiciously and it will be incumbent on the functionaries to assess and certify that reasonability of rates in writing.
- (c) No authorization of vehicle is required for exercising power under Sl.27.
28. (a) Power shall be exercised after proper investigation.
- (b) Each case referred to herein shall mean one consignment covered by each bill of lading/GR/RR/LR.
- 29.1 (a) The power to be exercised subject to investigation and report by a Committee duly constituted by the CE with representative of finance. A copy of the report together with approval to write off shall be sent to Accounts for necessary adjustment.
- (b) In case of loss due to theft, fraud or negligence, it shall be ensured that :
- (i) The loss does not disclose a defect in the system, the amendment of which requires Corporation's sanction.
- (ii) The negligence on the part of Corporation's employee (s) is not such that it calls for disciplinary actions.
- (iii) FIR is lodged in case of theft.
- (iv) A report is to be submitted to Secretary.
- (v) Amount should be based on Written Down Value (WDV) / Book Value of the item, as the case may be. Write off of losses should take place after tendering for sale/disposal is finalized.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|---|---|--------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 30. | Declaration of surplus / unserviceable | | | | |
| 30.1 | Declaration of stores and T& P including motor vehicles as surplus | Full power | Full power except for machinery and Motor Vehicle | Nil | Nil |
| 30.2 | Declaration of stores & T&P including motor vehicles as unserviceable. | Full power | Upto Rs.2 Lacs in each case except Motor Vehicle | Upto Rs.0.5 Lac in each case except Motor Vehicle | Nil |
| 31. | Hiring of houses & land | | | | |
| 31.1 | House for office & godown purposes. | Full power | Upto Rs.0.10 Lac in each case | Upto Rs.0.05 Lac in each case | Nil |
| 31.2 | House for residential purposes | Full power | Nil | Nil | Nil |
| 31.3 | Land | Full power | Nil | Nil | Nil |

REMARKS :

30. Disposal action to be taken as per corporation guideline.
- 30.1 (a) In respect of surplus material, before sale to outsiders, attempt should be made to transfer the material to another unit of DVC where it may be required. CMM & COS/ACOS are to be consulted before taking action.
- 30.2 (a) For declaration of stores as unserviceable except in case of item below Rs. 5,000/-, the declaration should be made on assessment by a survey committee (including Finance) to be set up by CE.
31. (a) Hiring for a maximum period of one year at a time.
(b) Expenditure on hiring shall be covered by the sanctioned estimate of site work concerned.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|-----------------|--|---|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 32. | Incurring expenditure on improvement & repairs to houses hired for the Corporation (except houses belonging to Govt. of India or provincial Govt.) | | | | |
| 32.1 | Improvement, extension & major repair. | Full power | Nil | Nil | Nil |
| 32.2 | Ordinary repair & maint. | Full power | Nil | Nil | Nil |
| 33. | Power to award work to Registered Labour Cooperative Society. | Upto Rs.0.5 Lac | Upto Rs.0.2 Lac | Upto Rs.0.1 Lac | Nil |
| 34. | Declare the Buildings unserviceable / abandoned & the approval for demolition. | Full Power | Nil | Nil | Nil |
| 35. | Power to accord sanction on ceremonies connected with lying of foundation stone & opening of public buildings etc. | Upto Rs.1 Lac per annum | Nil | Nil | Nil |
| 36. | Power to sign agreement on behalf of the Corporation after acceptance of tender by competent authority. | Full power | Full power | Full Power upto the value of contract acceptable by himself or lower authority | Full Power upto the value of contract acceptable by himself |

REMARKS :

- 32.1 Provided the entire expenses are met by the landlord and the work is undertaken at his request in writing and required approval is obtained by the landlord for the improvement/extension from the competent authority.
- 32.2 Provided the landlord agrees in writing to pay the full cost as per terms of tenancy. In case no such clause is included in terms of tenancy, the CE can accord approval at Corpn. cost upto Rs.50,000/- per annum.
33. a) Power to be exercised for awarding the work to the labour Co-operative Society without calling for tender.
b) The authority awarding the work is to certify the reasonableness of rate, which should clearly be at par with the prevailing rate for similar work awarding through open tender/limited tender.
c) A report is to be sent to the Secretary.
34. (a) The structural condition of the Buildings is to be assessed by a Committee of engineers to be constituted by the CE (Civil). The Committee should specifically recommend for declaring the buildings unserviceable/abandoned and recommend for demolition.
(b) A detailed report is to be sent to the Corporation.

| Sl. No. | Nature of Power | Authority and extend of delegation | | | |
|---------|--|------------------------------------|---|---|------------------|
| | | CE | D.C.E. | S.E. | SDE/EE |
| 37. | Cancellation / short closure of order / contract in part or full. | Full power | Full power for order approved by himself or lower authority | Full power for order approved by himself or lower authority | Nil |
| 38. | Repair & maintenance of machinery including replacement and renewals of parts. | Full power | Upto Rs.1.5 Lacs | Upto Rs.1 Lac | Upto Rs.0.40 Lac |
| 39. | Disposal : | | | | |
| 39.1 | Disposal of unserviceable items like buildings, quarters, bridges, trees fell due to cyclone / calamities etc. by auction. | Full power | Nil | Nil | Nil |
| 39.2 | Disposal of surplus / unserviceable stores and T&P including motor vehicle etc. | Full Power | Nil | Nil | Nil |

REMARKS :

37. This is subject to the following conditions :

- (a) Reasons for cancellation/short closure should be recorded.
- (b) Legal opinion should be obtained wherever necessary.
The defaulting party is subject to penal action as per contract.

38. a) Normal tendering procedure be followed.

- b) Budgetary provision be ensured.

39.2 a) Power to be exercised in consultation with a committee with Finance as one of the members and subject to observance of rules and procedures prescribed by the Corporation from time to time.

- b) Disposal should be through open tender/e-auction/public auction or through any agency as decided by Corporation.

- c) Explosive material/hazardous waste shall not be sold to unauthorized persons.

DELEGATION OF FINANCIAL POWERS FOR SOIL CONSERVATION

| Sl. No. | Nature of Power | Authority and extent of delegation | | |
|---------|--|---|--|--|
| | | DIRECTOR | JT. DIRECTOR | DY. DIRECTOR |
| 1. | Acceptance of tender for sale of farm produce/forest produce/timber. | Full power | Rs.40,000/- in each case with an annual limit of Rs.2 Lacs | Rs.20,000/- in each case with an annual limit of Rs.1 Lac |
| 2. | Hiring of tractors, bullock-carts and farm machinery. | | | |
| 2.1 | Open Tender. | Full Power | Nil | Nil |
| 2.2 | On ground of urgency. | Rs.10,000/- in each case with an annual limit of Rs.30,000/-. | Rs.5,000/- in each case with annual limit of Rs.20,000/- | Rs.2,000/- in each case with an annual limit of Rs.10,000/-. |

REMARKS :

1. a) Reserve price of the farm products should be fixed by a Committee consisting of Jt. Director/Dy. Director (Forest), representative of Accounts/Finance.
- b) All the tenders exceeding Rs.20,000/- and upto Rs.2 Lacs of the value of the farm produced should be approved by the Committee as indicated in 1 above.
- c) Tender for any farm produced exceeding Rs.2 Lakhs, will be accepted with the approval of the Committee consisting of the Director (As Chairman) concerned Dy. Director and representative of Accounts/Finance not below the rank of Finance Officer/Accounts Officer.
- d) Timber/forest produce should not be sold below approved rate of the State Govt. (Forest Deptt.) and in compliance with the relevant statutory provisions of State Govt./Forest Deptt.
- e) The above power shall be exercised subject to the acceptance of highest bid.
- f) In case of refusal by State Govt. Timber/Forest may be sold on consumer basis through a committee formed for the purpose by the respective authority consisting of a member from Finance/Accounts with a rate not below the State Govt. approved rate.
2. a) Period of hiring on each occasion for each farm contract for hire shall be finalized in consultation with local finance/Accounts/TC except in case of Sl. No. 2.2.
- b) The reason for urgency should be recorded. in case of Dy. Director, report of each case of hiring should be sent to Director (SCD). Reasonability of rates be certified by the incumbent in writing.

| Sl. No. | Nature of Power | Authority and extent of delegation | | |
|---------|--|--|--|---|
| | | DIRECTOR | JT. DIRECTOR | DY. DIRECTOR |
| 3. | Administrative approval for procurement of Fertilizer / Insecticide / polythene tube & consumable items required for agriculture and forestry. | Full power | Rs.1,00,000/- per annum | Rs.50,000/- per annum. |
| 4. | Invitation & Acceptance of tender for procurement of items vide Sl. No. 3. | Full power | Rs.50,000/- in each case subject to an annual limit of Rs.2 Lacs | Rs.25,000/- in each case subject to an annual limit of Rs.1 Lac |
| 4.1 | On ground of urgency for procurement of item under Sl. 3 | Rs.20,000/- in each case with an annual limit of Rs.2 Lacs | Rs.10,000/- in each case with an annual limit of Rs.1 Lac | Rs.4,000/- in each case with an annual limit of Rs.40,000/- |
| 5. | Seeds & top soils and consumable items for permanent nursery. | Rs.10,000/- in each case with an annual limit of Rs.50,000/- | Rs.5,000/- in each case with an annual limit of Rs.12,000/- | Rs.2,000/- in each case with an annual limit of Rs.6,000/- |
| 6. | Hiring of premises for setting up of Zonal Office / Camps in different zones. | Rs.10,000/- in each case with an annual limit of Rs.1 Lac | Rs.5,000/- in each case with an annual limit of Rs.30,000/- | Nil |

REMARKS :

4.
 - a) Subject to budget provision and in consultation with Finance/TC excepting that such consultation will not be required for order value upto Rs.50000/-.
 - b) Competitive bidding as far as practicable should be resorted to.
 - c) Fertilizers should be procured as far as possible from the Govt. Agencies and not exceeding the approved rate of the State Govt.
 - d) Sl. No. 4.1 shall be exercised only in case of urgency when there is no time for observing procedural formalities with report to the next higher authority.
5. May be procured by drawing Temporary Advance.
6. Reasonability of rents to be certified by the functionaries.

OFFICE ESTABLISHMENT

GENERAL CONDITIONS FOR DELEGATION OF FINANCIAL POWER

FOR OFFICE ESTABLISHMENT, 2009

1. These powers can be exercised subject to availability of fund in the approved budget. While exercising the power delegated, all officers shall scrupulously follow the decisions of the Corporation as well as executive instruction, if any, issued from time to time relating to the subject concerned and observe all necessary procedural formalities as laid down in the Works & Procurement Manual and orders of the Corporation.
2. The executives will exercise the power in consultation with the Finance and Accounts attached to them by constituting three-member Tender Committee for all cases having financial value exceeding Rs.15,000/- except for the cases where the financial concurrence have been specifically exempted.
3. Powers as delegated to different executives under this DFP cannot be re-delegated further.
4. Jt. Financial/Dy. Financial Adviser, Finance/Accounts Officer concerned should send a monthly consolidated statement showing the budget provision and the total expenditure committed till the end of the month and the balance amount available thereof to Financial Adviser by 10th of the following month.
5. Officers are expected to be vigilant in respect of expenditure from the Corporation's fund, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
6. Powers for interpretations or clarifications in respect of any item covered in the schedule of delegation of powers shall rest with the Chairman of the Corporation.
7. The expenditure should not be prima-facie more than the occasion demands.
8. Tenders will be considered at the appropriate level of W&STC wherever applicable as per provisions in Works & Procurement Manual and/ or orders of the Corporation.
9. Powers conferred under this delegation shall be applicable to the job as a whole and shall not be split to circumvent the limits of delegation.

10. In exercise the power, Chief Engineer, in-charge of Generating Stations, Construction projects, Transmission line construction and operation, CLD, CTC and CSO are to be treated at par with other officers of the Corporation declared as Head of Department.
11. In case of Power Stations, Construction projects, REP and SIP, DCE, SE and equivalent who are sectional heads / In-charge of Division should be regarded as Head of Office in their respective units for the purpose of exercise of powers of Head of Office. However, in one section only one officer should be entrusted to exercise this power. For the purpose of effective control, the HOD as defined may restrict the powers to authorities as deemed necessary.
12. Officers' in-charge of division/Circle etc. and other equivalent officers holding independent office shall exercise the power delegated to Head of Office. Powers shall not be exercised by equivalent officer though posted in the same office.
13. Director (Training), Training Institute, CTPS can exercise the powers of the HOD.
14. This schedule supersedes all previous orders on the subject

REMARKS :

1. a) Power is to be exercised through tender committee for expenditure exceeding Rs.15,000/- subject to the following :-
 - i) Normal scale prescribed by the Corporation as the case may be applicable.
 - ii) Procurement of items from local market having financial value in excess of Rs.5000/- for DB/IB/School/Canteen/Guest House/Dormitories/ etc. may be done on competitive basis through a committee. The committee including finance representative is to be formed by sanctioning authority. Payment through cash/cheque to be made as per existing rule as far as practicable.
 - iii) Upto Rs.5000/- in respect of office materials, dealing officer should certify that purchase has been made by him and to be procured from established and registered shop.
 - iv) Budget Provision to be ensured.
 - v) In HQ, the power of HOD is to be exercised by Addl. Secy. and HOO of the Secretariat in respect of Sl. 1 (ii).
 - vi) Expenditure under Sl. 1(a) over Rs.15,000/- to be done by quotation/by placing indent to DGS&D following existing norms.
 - vii) Office equipment denotes such equipment which are needed to run a office viz. computer/server/laptop /printer, scanner, UPS, photocopier machine, fax, telephone set, type writer, reprographic machine, duplicating machine, camera, LCD projector, mobile handset etc.
- 1(b) It has been decided by the Corporation to enhance the existing annual limit of Head of the Office of the Electricity Department, DVC, Kolkata from Rs.10,000/- to Rs.50,000/- under Sl. No. 1(b) of DFP (O/E).

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|---|------------------------------------|---|
| | | Head of Department | Head of Office |
| 2. | (a) Approval including invitation of offer and award for hiring / servicing of repair of office equipment, furniture, fixtures, fittings etc. including AMC of computer/photocopier/Fax/Water Cooler / Air conditioner / water filter / refrigerator / type writer and insurance of office equipment against theft, fire against loss in transit etc. | Full Power | Upto Rs.15,000/- per equipment per annum. |
| | (b) Power to award contract including invitation of offer for services like day to day cleaning of office building including hospital/school etc. | Full Power | Rs.15,000/- in a financial year. |
| 2.1 | Sanction and award of canteen contract. | Full Power | Nil |
| 3. | Declaration of office equipment including Guest house/IB/DB furniture, furnishing, fittings etc. as unserviceable. | Full Power | Upto Rs.7,000/- in each case. |

REMARKS :

2. Expenditure over Rs.5000/- to be awarded on competitive basis. For expenditure in excess of Rs.15,000/-, normal tendering procedure to be followed.
- 2.1 (a) Power is to be exercised in consultation with the local Finance.
- (b) Power to be exercised subject to approved budget provision.
- (c) Departmental estimate to be prepared on the basis of standard price/prevaling market rate including reasonable profit.
- (d) Value to be considered for this delegation should be the lowest quoted Rate/tendered amount without loading for taxes etc. Lowest rate for the purpose of placement of order will however be decided on the basis of analysis of evaluation of the tenders.
- (e) Limited tender should be resorted to when the work can be performed by selected parties and time does not permit for open tender. In such case prior approval of next higher authority is to be taken.
- (f) In case of poor response against limited tender, re-tendering may be resorted to at least for once.
- (g) In case of single tender against open/limited tender, the tender may be accepted in exceptional circumstances with the recording of reasons. The reasonability of the rate to be ascertained and certified.

- (h) In case of repeat order, the followings are applicable -
- i) A reasonable assessment and certification to be made that there has been no downward trend in prices.
 - ii) The original order was not placed to cover an emergency demand without following prescribed procedure and price was not escalated.
 - iii) Repeat order shall not be placed beyond 12 months from the date of original order.
 - iv) The repeat order shall not be placed more than once.
- (i) a) If the contract is not given to concern tenderer, reason for rejecting the lowest tender should be recorded in writing.
b) Power to be exercised discretely.
- (j) The tender amount should not normally exceed the amount of departmental estimate by more than 10%. However, depending on the situation, HOD may accept tender exceeding the estimate amount but not more than 40% of the departmental estimate with proper recording of the reasons thereof.
3. Declaration shall be based on assessment of a survey committee constituted by HOD.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|--|------------------------------------|---|
| | | Head of Department | Head of Office |
| 4. | Maintenance, repair and upkeep of vehicles. | | |
| 4.1 | Light Vehicles | Full power | Upto Rs.10,000/- at a time subject to a ceiling of Rs.40,000/- per vehicle per annum. |
| 4.2 | Heavy Vehicles | Full power | Upto Rs.20,000/- at a time subject to a ceiling of Rs.60,000/- per vehicle per annum. |
| 4.3 | Running expenses of vehicle (fuel and lubricant) | Full power | Upto Rs.7,000/- per month for diesel vehicle, Rs.10,000/- per month for petrol vehicle. |
| 5. | Power to hire (including invitation of offer and award) vehicle for regular official work and in connection with the office visit of VIPs/ Parliamentary Committee/ Dignitaries & high officials including DVC guests. | Full power | Nil |

REMARKS :

4. a) Repair and Maintenance includes renewal or replacement of parts.
- b) Except in cases where repair is carried out through authorized service centre order to be placed on competitive basis as far as practicable.
- c) In case of urgency, expenditure upto Rs.5000/- in each case can be incurred on the basis of single offer without calling for quotation. Executing authority should satisfy himself about reasonableness of prices. The expenditure will, however, be subject to the annual overall limit prescribed for each vehicle. This power under 4.1 and 4.2 may also be exercised by Divisional Incharge of Sub-station/Commn./ Civil/TSC/Hydel upto Rs. 5000/- in each case subject to an annual limit of Rs.25,000/-.
- 4.3 Sr. CE (System) is authorized to enhance the Financial Power of HOOs of TSC Wing under Sl. No.4.3 of DFP (O/E) with the specific recommendation of CE(TSC). The said enhancement shall be on case to case basis for a period of 3 months for both Diesel and Petrol vehicle. The Sr. Chief Engineer (System) may, if required, enhance the said power even beyond 3 months on specific case with recommendation of CE (TSC).

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|---|------------------------------------|---------------------------|
| | | Head of Department | Head of Office |
| 6. | Sanction including invitation of tender and award for purchase of : | | |
| 6.1 | Liveries, Uniforms / Dungarees, raincoat, Umbrella and associated accessories etc. | Full power | Full power |
| 6.2 | Personal protection and safety equipment including safety shoes/boot shoes for security. | Full power | Full power |
| 7. | Sanction and award to the purchase of Newspaper, Magazines, periodicals, including subscribing to periodicals/journals, membership to library/ educational institutions. etc. | Upto Rs.15,000/- per annum | Upto Rs.5,000/- per annum |

REMARKS :

5. a) The period of hiring shall not exceed:
- (i) 6 months against sanctioned vehicle being out of order/on repair.
 - (ii) One to two years for hiring against authorized vehicle.
 - (iii) Extension of existing hiring contract upto 12 months from the date of expiry of original contract may be considered for urgency/non-finalisation of fresh tendering procedure.
- b) Hiring of School Bus may be considered under this delegation.
- c) Normal tendering procedure in terms of Corpon's order to be followed when estimated cost of hiring exceeds Rs.15,000/-.
- d) No authorization is required for hiring of vehicle in connection with VIP / high dignitaries visits.
6. a) Subject to the scale and type as prescribed by the Corporation.
- b) Normal tendering procedure is to be followed if the estimated cost of procurement exceeds Rs.15,000/-.
7. Chief Public Relations Officer at Hd Qrs. will have full power under this delegation subject to prior approval of the Corporation to the list of Newspapers etc. to be subscribed.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|---|--|-------------------------------------|
| | | Head of Department | Head of Office |
| 8. | Sanction and award to purchase of books in hard copies / soft copies / technical journals and periodicals / standard and specification etc. | Full power | Upto Rs.5,000/- per annum |
| 9. | Sanction and award of expenditure on publicity advertisement other than for tender notice, recruitment etc. | Upto Rs.5000/- in each case subject to an annual limit of Rs.50,000/-. | Nil |
| 10. | Administrative approval of Press advertisement for invitation of tenders, recruitment etc. including hosting of the same in the website. | Full power | Nil |
| 11. | Sanction for invitation and award of contract for printing including binding. | | |
| 11.1 | Standardized forms | Full power | Rs.25,000/- in aggregate in a year. |
| 11.2 | Other than standardized forms | Full power | Rs.15,000/- in aggregate in a year. |

REMARKS :

8. a) Chief Public Relations Officer at Hd Qrs. will have full power upto Rs.25,000/- per annum under this clause.
b) Power to be exercised subject to entry of books/journals in Departmental Library Register.
c) Library Books may be purchased direct by Indenting Officer from the reputed book Sellers/Publishers.
9. At headquarters, power is to be exercised by Addl. Secy to the extent of Rs.15,000/- per case subject to an annual limit of Rs.1.50 lakh.
10. Advertisement matter for tender/recruitment should be sent to CPRO directly by the tender/recruitment advertisement issuing authorities. CPRO will place the final proposal along with financial implication to Additional Secretary for his approval. No finance concurrence is required.
11. a) For Sl. No. 11.2 Chief Public Relations Officer at Hd Qrs. shall have powers upto Rs.3000/- in each case.
b) In case of standardized form "no stock" certificate should be obtained from the Central Purchase Organization.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|--|------------------------------------|---|
| | | Head of Department | Head of Office |
| 12. | Approval and award for the local purchase of – | | |
| | a) Office stationery, drawing material, maps and spares for Refrigerator / Water Cooler / Water Filter / photocopier etc. | Full power | Upto Rs.5,000/- in each case subject to an annual limit of Rs.50,000/- in a financial year. |
| | b) Stationery for computer/ photocopier machine including consumables like toner/cartridge/CD(R/RW)/ Floppies / Pen drives / Transparent sheets etc. including spares for computers) | Full power | -do- |
| | c) Procurement of memento, other stationery and participation fees in respect of approved conference / seminar / meeting / workshop. | Full power | NIL |

REMARKS :

12. a) Procurement to be made from established and registered shop. Dealing Officer shall certify that the items are purchase by him.
- b) This power can also be exercised by Incharge of works Sub-Division/Sub-Stn./Communication Sub-division/site inchnrge TSC/Hydel upto Rs.1000/- in each occasion with an annual limit of Rs.20,000/- in a financial year.
- c) Whenever necessary, the Head of the Department may enhance the annual limit of Head of the Offices upto Rs.1,25,000/- in a financial year.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|---|------------------------------------|----------------|
| | | Head of Department | Head of Office |
| 13. | Payment of statutory dues and bills pertaining to rent, rates and taxes / electricity bill and water/ telephone, telex wireless fax charges etc. / service postage and judicial stamps / taxes. Premium for insurance, registration and other statutory fees in respect of DVC vehicles, license fees & royalty to Government, payment of Boiler inspection fees. | Full Power | Full Power |
| 14. | Sanction and award to School Tiffin. | Full Power | Nil |
| 15. | Sanction of legal expenses including advance thereof. | Full Power | Nil |

REMARKS :

13. a) Subject to certification/verification as necessary.
b) Where penalty is involved, the reasons thereof shall be ascertained and the Head of Department shall be kept informed.
c) No financial concurrence is required.
14. The rate should be approved by the Corporation and tender acceptance in consultation with Finance/Accounts.
15. Subject to the appointment of the Lawyer from the approved panel and at the approved rate and any miscellaneous expenditure incidental to court case being considered reasonable. For stations where no approved panel of Lawyers exists, local Lawyers can be engaged at reasonable rates.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|---|------------------------------------|---|
| | | Head of Department | Head of Office |
| 16. | Sanction of expenditure for entertainment and hospitality | | |
| 16.1 | In connection with official meetings | Full Power | Upto Rs.500/- per occasion subject to annual ceiling of Rs.5,000/- |
| 16.2 | In connection with visit of dignitaries & high officials including DVC Guests. | Full Power | Nil |
| 16.3 | On behalf of and at the instance of executive not less than the rank of HOD. | Upto Rs.50,000/- per annum | Nil |
| 17. | Sanction and award of contingent expenditure of all kinds for which no specific delegation has been made. | | |
| a. | Sanction of recurring nature | Full Power | Upto Rs.3,000/- on each occasion subject to an overall ceiling of Rs.30,000/- in a year |
| b. | Sanction of non-recurring nature | Full Power | Upto Rs.3,000/- on each occasion subject to an overall ceiling of Rs.30,000/- in a year |

REMARKS :

16. a) Subject to budget provision.
b) Corporation is pleased to enhance the Power of HOOs of TSC Wing to Rs.1,000/- per occasion subject to annual ceiling of Rs.10,000/- in connection with Official Meetings under Sl. No. 16.1.
c) Power under Sl. No. 16.2 shall be subject to approved norms and guidelines.
d) Power under Sl. No. 16.3 shall be subject to a certificate that the expenditure was in the interest of the Corporation.
e) Power of HOD can also be exercised by the authorities of the rank of SE or equivalent or above only for 16.1.
f) No financial concurrence is required.
17. a) Subject to lump sum provision in the budget.
b) No financial concurrence is required.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|---|------------------------------------|-------------------------------|
| | | Head of Department | Head of Office |
| 18. | Sanction of permanent recoupable imprest. | Upto Rs.5,000/- in each case | Nil |
| 19. | Sanction of temporary advance. | | |
| 19.1 | For payment of freight, all taxes and duties, penalties / fines imposed by statutory bodies and demurrage / wharfage charges. | Full Power | Full Power |
| 19.2 | In other cases. | Upto Rs.15,000/- in each case | Upto Rs.5,000/- in each case |
| 19.3 | For payment in respect of various works under Annexure-I schemes of SIP. | Upto Rs.50,000/- in each case | Upto Rs.15,000/- in each case |
| 19.4 | Expenditure relating to preparation of forest proposals. | Upto Rs.50,000/- in each case | Upto Rs.25,000/- in each case |
| 20. | Disposal of office scrap including sale of old newspapers etc. | Upto Rs.50,000/- in each case | Upto Rs.10,000/- in each case |

REMARKS :

18. a) Power to be exercised in consultation with Finance for case exceeding Rs.2,000/-.
b) HOD may delegate the power to DCE and above to sanction permanent recoupable imprest for an amount upto Rs.2,000/- in each case.
19. a) Advance should not be granted to other than officers.
b) All advance should be adjusted promptly.
c) Temporary advance should not normally be drawn on pendency of earlier two temporary advance excepting POL & Sl. 19.1. Corporation is pleased to authorize Chief Engineer (TSC) to allow more than 2(two) nos. of temporary advance at a time on merit to Site Engineer of TSC. Such relaxation will, however, be reviewed periodically by Chief Engineer (TSC).
d) Officer in the rank of DCE and above may also exercise the power of HOD in case of Sl. 19.2.
e) Demurrage/Penalty/fine due to negligence be brought to the notice of HOD.
f) No financial concurrence is required.
g) Power to sanction temporary advance will be irrespective of power delegated otherwise.
h) Sl. No. 19.1 & 19.2 should not be applicable for exercising the power of direct procurement from market under any other DFP.
- 19.3 The delegation under Sl. No. 19.3 shall be exercised only for the purpose of execution of SIP works as defined under Annexure-I schemes.
20. This should be done as per recommendation of a Committee constituted by the authority as indicated in the disposal procedure except in case of Newspapers & Magazines which will be sold by the purchaser.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|--|--|--|
| | | Head of Department | Head of Office |
| 21. | Cash award for outstanding performance and / or accomplishment of exemplary task. | Upto Rs.2000/- in each case subject to an annual limit of Rs.5.0 Lacs | Nil |
| 22. | Write off Telephone Call Charges. | Full Power | Nil |
| 23. | Payment of difference between sales tax collected from individual buyers on individual transactions and that payable to the Tax Authorities on Consolidated basis. | Upto Rs.2,000/- in each case | Nil |
| 24. | Misc. expenditure in connection with observance of national days, local sports day, DVC anniversary day etc. | Upto Rs.10,000/- each occasion with an annual limit of Rs.1,00,000/- | Upto Rs.2,000/- per occasion with an annual limit of Rs.20,000/- |

REMARKS :

21. Award/reward may be sanctioned for commendable performance/achievement displayed by :
- Employees of the Corporation in discharge of official work (avoidance of loss/cost reduction/speedy completion of work etc.) or for outstanding official work.
 - Employees themselves or members of their families in extra-curricular activities like games and sports, academic or cultural attainments etc.
22. Details justification for the write off should be recorded. No financial concurrence is required.
23. Subject to a limit or Rs. 2,000/- in each case.
24. This power can also be exercised by Incharge of Works Sub-division/Sub-Strn./Site Incharge of TSC/Hydel & Communicating Sub-Divn. upto Rs.1000/- per occasion with an annual limit of Rs.10,000/-. Expenditure above Rs.15,000/- to be incurred by forming committee by HOD for procurement through competitive price by drawing temporary advance/otherwise.

| Sl. No. | Nature of Power | Authority and extent of delegation | |
|---------|---|--|----------------|
| | | Head of Department | Head of Office |
| 25. | Re-imbusement / expenditure of medical expenses in case of emergencies. | Upto Rs.5000/- | Nil |
| 26. | Utilization of services of specialist / consultant / expert including utilization of improved technological application. | Rs.50,000/- in each case with an annual limit of Rs.2,50,000/- | Nil |
| 27. | Power to write off losses of any item of inventories / equipment / appliances / Books etc. including adjustment of discrepancies during Stock Verification. | | |
| | i) Due to Theft, Fraud & negligence. ii) Not due to Theft, Fraud & negligence. | Upto Rs.10,000/- in each case Upto Rs.65,000/- in each case | Nil Nil |

REMARKS :

25. a) Re-imbusement incurred by an employee on account of treatment by a Medical Officer other than the authorized Medical Attendant subject to the condition laid down in Service regulations.
- b) Expenditure incurred in case of treatment of a Casual Employee who suffered injuries while on duty.
26. a) This refers to consultancy with a professional institution/specialist/ consultant/expert etc. for a specific work or assignment.
- b) Where there known agencies in the market for rendering such services, rates should be obtained at least from three of them.
- c) Order on Govt./Govt. controlled agency/Universities/Laboratories may be placed on single offer basis.
27. a) The power is to be exercised subject to investigation by a committee duly constituted by HOD with representative from Finance. A copy of the report together with approval to write off shall be sent to Accounts for necessary adjustment.
- b) In case of loss due to theft, fraud or negligence it should be ensured that –
- i) The loss does not disclose a defect in system, the amendment of which requires Corpn. sanction.
 - ii) The negligence on the part of Corpn. employee(s) is not such that it calls for disciplinary action.
 - iii) FIR is lodged in case of theft.
 - iv) A report is to be submitted to the Secretary.

MATERIALS MANAGEMENT DEPARTMENT

GENERAL CONDITIONS FOR DELEGATION OF FINANCIAL POWER
FOR MATERIAL MANAGEMENT DEPTT., 2009

1. These powers can be exercised subject to availability of fund in the approved budget. While exercising the power delegated, all officers shall scrupulously follow the decisions of the Corporation as well as executive instruction, if any, issued from time to time relating to the subject concerned and observe all necessary procedural formalities as laid down in the Works & Procurement Manual and orders of the Corporation.
2. The executives will exercise the power in consultation with the Finance and Accounts attached to them by constituting three-member Tender Committee for all cases having financial value exceeding Rs.50,000/- except for the cases where the financial concurrence have been specifically exempted.
3. Powers as delegated to different executives under this DFP cannot be re-delegated further.
4. Jt. Financial/Dy. Financial Adviser, Finance/Accounts Officer concerned should send a monthly consolidated statement showing the budget provision and the total expenditure committed till the end of the month and the balance amount available thereof to Financial Adviser by 10th of the following month.
5. Officers are expected to be vigilant in respect of expenditure from the Corporation's fund, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
6. Powers for interpretations or clarifications in respect of any item covered in the schedule of delegation of powers shall rest with the Chairman of the Corporation.
7. The expenditure should not be prima-facie more than the occasion demands.
8. Tenders will be considered at the appropriate level of W&STC wherever applicable as per provisions in Works & Procurement Manual and/ or orders of the Corporation.
9. Powers conferred under this delegation shall be applicable to the job as a whole and shall not be split to circumvent the limits of delegation.

10. Acceptance of single offer against LTE to be considered as single tender on ground of urgency in all related cases..
11. A Register is to be maintained indicating the names of the purchase/ work/services, value of the contract, name of The Vendor/ contractor and other relevant details in case of all such tenders/contracts and to be kept at the office of the Tender inviting authority. In case of contract (work/supply/services) awarded without invitation of tender or not concluded through Tender Committee, the reasons for awarding such contracts are to be recorded in the register irrespective of financial value.
12. This schedule supersedes all previous orders on the subject

DELETATION OF FINANCIAL POWER FOR MATERIALS MANAGEMENT DEPARTMENT

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|--|------------------------------------|------------------|-----------------|-----------------|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | Invitation and opening of tenders :- | | | | |
| 1.1 | Open Tender. | Full Power | Upto Rs.125 Lacs | Upto Rs.35 Lacs | Upto Rs.10 Lacs |
| 1.2 | Limited Tender. | Full Power | Upto Rs.50 Lacs | Upto Rs.10 Lacs | Upto Rs.2 Lacs |
| 1.3 | Single Tender. | | | | |
| | (i) Single Tender on public sector units / original equipment suppliers / manufacturers. | Full Power | Upto Rs.100 Lacs | Upto Rs.20 Lacs | Upto Rs.5 Lacs |
| | (ii) Single Tender on the basis of single source certificate / source standardization on other than PSU. | Full Power | Upto Rs.10 Lacs | Upto Rs.2 Lacs | Nil |
| | (iii) On ground of emergency. | Full Power | Nil | Nil | Nil |
| | (iv) On ground of urgency. | Upto Rs.100 Lacs | Upto Rs.5 Lacs | Upto Rs.3 Lacs | Nil |

REMARKS :

Sl. No.

1. a) Single Tender on the ground of urgency / emergency implies offer obtained from a single party without floating tender enquiry.
- b) Power against sl. no. 1.3(iii) shall be exercised only in case of emergency caused by unforeseen situation arising out of flood, fire, earthquake, explosions, flash over, accident etc. when there is no time for observation of procedural formalities.
A report of such cases should be sent to Secretary.
- c) The term urgency against sl. no. 1.3(iv) denotes unforeseen situation when time does not permit to follow procedural formalities.
- d) No Financial concurrence is required.
- e) Rate contract / AMC for goods / Services shall also be covered under this delegation.
- f) Composite package contract which involves supply, erection and commissioning shall also be covered under this delegation.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|---|------------------------------------|------------------|-----------------|----------------|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2. | Award of contract against tender invited vide 1 above. | | | | |
| 2.1 | Open Tender | Upto Rs.500 Lacs | Upto Rs.70 Lacs | Upto Rs.35 Lacs | Nil |
| 2.2 | Limited Tender | Upto Rs.500 Lacs | Upto Rs.50 Lacs | Upto Rs.10 Lacs | Upto Rs.1 Lac |
| 2.3 | Single Tender : | | | | |
| | i) Single Tender on public sector units / original equipment suppliers / manufacturers. | Upto Rs.500 Lacs | Upto Rs.100 Lacs | Upto Rs.10 Lacs | Upto Rs.2 Lacs |
| | ii) Single Tender on the basis of single source certificate / source Standardization on other than PSU. | Upto Rs.200 Lacs | Upto Rs.10 Lacs | Upto Rs.1 Lac | Nil |
| | iii) On ground of emergency. | Upto Rs.100 Lacs | Nil | Nil | Nil |
| | iv) On ground of urgency. | Upto Rs.100 Lacs | Upto Rs.3 Lacs | Upto Rs.2 Lacs | Nil |

REMARKS :

Sl. No.

2. a) Value to be considered for his delegation shall be the lowest quoted rates/tendered amount without loading for taxes etc.
- b) Rate contract/Annual Maintenance Contract shall be covered under this delegation.
- c) In case of Single Tender on the basis of PAC / Single Source Standardization / on grounds of urgency / emergency there need not be any bias in favour of Public Sector.
- d) The power under sl. no. 2.3(iii) & (iv) shall be exercised discretely and it will be on the functionaries to assess and certify the reasonability of rates in writing.
- e) Acceptance of single offer against LTE to be guided under sl. no. 2.3(iv).

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|---|------------------------------------|-------------------------|-----|--------|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 3. | (a) Placing of order for purchase of Fuel used in the process of Power Generation at control/GOI Price Notification Rates / CPSU Rates. | Full Power | Upto Rs.50 Lacs | Nil | Nil |
| | (b) Placing of order on DGS&D at their rate and terms & conditions. | Upto Rs.500 Lacs | Upto Rs.300 Lacs | Nil | Nil |
| 4. | Award of contract for transportation of equipment / materials. | | | | |
| 4.1 | On invitation of usual tender / Quotation Open / LTE. | Rs.500 Lacs in each case | Rs.50 Lacs in each case | Nil | Nil |
| 4.2 | On Single Tender basis on grounds of urgency. | Rs.50,000 in each case | Rs.20,000 in each case | Nil | Nil |

REMARKS :

Sl. No.

- 3 (a). Guidelines under annexed notes (a to c) to sl. no. 2 are applicable against this serial.
- (b). Order / Indent may be placed directly to DGS&D through their format by remitting requisite department charges.
- 4 (a). Rate contract may be made under the provision of this clause to avoid repeated tendering when the work is of regular and repetitive nature and has to be carried out throughout the year in case the situation permits.
- (b). In case of contract finalized on single tender basis on ground of urgency, circumstances leading to such urgency need to be recorded and reasonability of the rate should be ascertained and certified.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|--|---|---|--|---|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 5. | Approval of variation of awarded value during execution of supplies due to scope / quantity. | Upto 35% of the award value | Upto 20% of the award value in respect of orders placed by himself or lower authority | Upto 20% of the award value in respect of orders placed by himself | Nil |
| 6. | (i) Placing of Repeat Order for Purchase. | Upto 50% of the value of the original order | Upto 50% of the value of the original order approved by himself or lower authority | Upto 50% of the value of the original order approved by himself or lower authority | Upto 50% of the value of the original order approved by himself |
| | (ii) Extension of AMC/ARC in respect of any services / goods. | Upto the value of the contract approved by himself or lower authority | Upto the value of the contract approved by himself or lower authority | Upto the value of the contract approved by himself or lower authority | Nil |

REMARKS :

Sl. No.

- 5.(a) It does not include variation in rates due to change in quantity during execution of supplies.
- (b) Revised financial sanction shall be obtained in respect of supply wherever necessary.
- (c) The authority accepting the variation shall have the financial power to accept / approve the amount involved in the variation.
- (d) When the supply consists of several items, the variation in total awarded value is to be considered and not in isolation.
- (e) It includes fixation of rate due to change in scope during execution of supplies.
6. This is subject to the following conditions :
- a) A reasonable assessment and certification that there has been no downward trend in prices to the best of his knowledge.
- b) The original order was not placed to cover an emergent demand without following prescribed procedure and price was not escalated to compensate for earlier delivery.
- c) Repeat order shall not be placed beyond 12(twelve) months from the date of original order.
- d) Repeat order shall not be placed more than once.
- e) In case of single unit item or original order not exceeding Rs.1 Lakh, the repeat order to the extent of original order can be placed.
- f) In case of AMC/ARC, repeat order upto 12(twelve) months from the date of expiry of original order is permissible.
- g) No repeat order shall be placed against original order placed on single offer basis except in case of OEM / OES / PSU / PAC / Source Standardization Basis.
- h) (i) Sl. No. 6(a), (b), (d) & (g) of Remarks Column shall be applicable.
- (ii) Extension order has to be placed within the pendency of original contract along with same rate, terms & conditions of original contract.
- (iii) Justification of extension to be recorded in writing.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|--|------------------------------------|--|--|--|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 7. | Sanction for opening of letter of credit. | Full Power | Full Power | Full Power | Nil |
| 8. | Modification of terms of contract not involving financial implications. | Full Power | Full Power for order approved by himself & lower authority | Full Power for order approved by himself & lower authority | Full Power for order approved by himself |
| 9. | Modification of mode of transport from what has been provided in the contract. | Full Power | Full Power for order approved by himself & lower authority | Nil | Nil |
| 10. | Modification of any term of contract having financial implications. | Full Power | Full Power for order approved by himself & lower authority | Nil | Nil |

REMARKS :

Sl. No.

7. Full powers within the ceiling limits of delegated powers for award of contract except CMM.
8. (a) Circumstances leading to such modification should be recorded and in case it is considered necessary, indenting officer should be consulted.
- (b) Modification should not in any way be disadvantageous to the Corporation.
- (c) Finance concurrence / Recommendation of tender committee is not required.
9. It shall be done in exceptional cases, reasons for which shall be recorded in writing.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|--|------------------------------------|---|--|--|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 11. | Extension of date of completion of deliveries of supplies / transportation of materials. | Full Power | Full Power for order approved by himself & lower authority | Full Power upto 6(six) months for orders approved by himself | Full Power upto 6(six) months for orders approved by himself |
| 12. | Cancellation / short closure of order / contract in part or full. | Full Power | Full Power for order approved by himself or lower authority | Nil | Nil |
| 13. | Refund / Forfeiture of earnest money and security deposit. | Full Power | Full Power | Full Power | Full Power |

REMARKS :

Sl. No.

11. (a) In case of extension of time without imposition of L/D, a certificate shall be furnished that the delay is not attributable to the contractor.
- (b) Provisional extension of time without deciding the application of LD may be granted by the Authority competent to grant extension of time.
- (c) No financial concurrence is necessary.
12. This is subject to the following conditions:
- (a) Reasons for cancellation / short closure should be recorded.
- (b) Legal opinion should be obtained wherever necessary.
- (c) The defaulting party is subject to penal action as per contract and EMD/SD, if any, be forfeited.
- (d) Risk purchase clause shall be applicable.
13. (a) This delegation should be guided by provisions in supply agreement.
- (b) Reasons for forfeiture is to be recorded.
- (c) Earnest Money of the unsuccessful tenderer may be released after finalization of tender by Tender Inviting Authority.
- (d) Security Deposit may be refunded after settlement of the final bill and expiry of warranty period by CMM / Tender accepting Authority.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|--|------------------------------------|------------------|------------|--------|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 14. | Approval to negotiate before placement of order / contract. | Full Power | Full Power | Full Power | Nil |
| 15. | Award of contract / placement of P.O. for import substitution required to be indigenously manufactured. | Upto Rs.500 Lacs | Upto Rs.100 Lacs | Nil | Nil |
| 16. | Utilization of services of specialist / consultant / experts and utilization of improved technological applications. | Upto Rs.100 Lacs | Upto Rs.10 Lacs | Nil | Nil |

REMARKS :

Sl. No.

14. (a) Negotiation for cases having tender value more than Rs.50,000/- but upto Rs.50 Lacs shall be carried out by the Tender Committee.
- (b) Negotiation for cases having tender value above Rs.50 Lacs shall be done at W&STC-II.
- (c) Power to be guided as per provision of W&P Manual and CVC guidelines issued from time to time.
15. (a) Quotation from the manufacturer to be obtained. In case, more than one such manufacturer is known to produce the required import substitution, quotation may be obtained from all of them and selection of the most suitable offer.
- (b) Development of proprietary spares / new items locally may also be dealt with under this clause on single tender / quotation basis.
- (c) This power should be exercised after approval of Director(T) / Director(O) / Director(S).
16. (a) This refers to consultancy with a professional institution / specialist / consultant / expert etc. for a specific work or assignment.
- (b) Where there known agencies in the market for rendering such services, rates should be obtained at least from three of them.
- (c) Order on Govt. / Govt. controlled agency / Universities / Laboratories may be placed on single offer basis.

| Sl. No. | Nature of Power | Authority and extent of delegation | | | |
|---------|--|--|---|---------------------------------------|---------------------------------------|
| | | CMM | CPO | SE | SDE/EE |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 17. | Hiring of accommodation for storage godown. | Full Power | Full Power | Upto Rs.1000/- per month in each case | Upto Rs.1000/- per month in each case |
| 18. | Sanction to pay demurrage & wharfage charges. | Upto Rs.10,000/- in each case subject to an overall limit of Rs.50,000/- in a financial year | Upto Rs.5,000/- in each case subject to an overall limit of Rs.20,000/- in a financial year | Nil | Nil |
| 19 | Disposal - | | | | |
| 19.1 | Disposal of surplus / unserviceable stores and T&P including motor vehicles. | Full Power | Nil | Nil | Nil |
| 19.2 | Disposal of coal mill rejects including invitation of tender and award. | Upto Rs.500 Lacs | Nil | Nil | Nil |

REMARKS :

Sl. No.

17. (a) Hiring to be for a maximum period of 6(six) months at a time.

18. (a) To be exercised after proper investigation.

(b) Each case referred to herein shall mean one consignment covered by each bill of lading/GR/RR.

19. (a) Power to be exercised in consultation with a committee with Finance as one of the members and subject to observance of rules and procedures prescribed by the Corporation from time to time.

(b) Disposal should be through open tender / public auction or through any agency as decided by Corporation.

(c) Explosive material shall not be sold to unauthorized persons.

MEDICAL ESTABLISHMENT

GENERAL CONDITIONS FOR DELEGATION OF FINANCIAL POWER
FOR MEDICAL ESTABLISHMENT, 2009

1. These powers can be exercised subject to availability of fund in the approved budget. While exercising the power delegated, all officers shall scrupulously follow the decisions of the Corporation as well as executive instruction, if any, issued from time to time relating to the subject concerned and observe all necessary procedural formalities as laid down in the Purchase Manual and orders of the Corporation.
2. The executives will exercise the power in consultation with the Finance and Accounts attached to them by constituting three-member Tender Committee for all cases having financial value exceeding Rs.50,000/- except for the cases where the financial concurrence have been specifically exempted. However, for cases having financial value upto Rs.50,000/-, accepting authority may constitute a committee as per his discretion.
3. Powers as delegated to different executives under these DFP cannot be re-delegated further.
4. Jt. Financial/Dy. Financial Adviser, Finance/Accounts Officer concerned should send a monthly consolidated statement showing the budget provision and the total expenditure committed till the end of the month and the balance amount available thereof to Financial Adviser by 10th of the following month.
5. Officers are expected to be vigilant in respect of expenditure from the Corporation's fund, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
6. Powers for interpretations or clarifications in respect of any item covered in the schedule of delegation of powers shall rest with the Chairman of the Corporation.
7. The expenditure should not be prima-facie more than the occasion demands.

8. Tenders will be considered at the appropriate level of W&STC wherever applicable as per provisions in Purchase Manual and/ or orders of the Corporation.
9. Powers conferred under this delegation shall be applicable to the job as a whole and shall not be split to circumvent the limits of delegation.
10. A Register is to be maintained indicating the names of the purchase/ work/services, value of the contract, name of The Vendor/ contractor and other relevant details in case of all such tenders/contracts and to be kept at the office of the Tender inviting authority. In case of contract (work/supply/services) awarded without invitation of tender or not concluded through Tender Committee, the reasons for awarding such contracts are to be recorded in the register irrespective of financial value.
11. This schedule supersedes all previous orders on the subject

DELEGATION OF POWER FOR MEDICAL ESTABLISHMENT

| Sl. No. | Nature of Power | Authority and Extent of Power Delegated | | |
|---------|--|---|--|-------------------------|
| | | D.H.S | Add. CMO / Dy. CMO / MS / M.O.I/c / Hospital | M.O. I/C Dispensary |
| (1) | (2) | (3) | (4) | (5) |
| 1. | Sanction to purchase of Hospital equipment, surgical instrument and other appliance. | Full Power | Upto Rs.10 Lacs in each case | Nil |
| 1.1 | Approval for Invitation, Opening and Acceptance of Tender against above sanction. | Upto Rs.10 Lacs in each case | Upto Rs.1 Lac in each case | Nil |
| 2. | Servicing, repair and maintenance of equipment instruments and appliances. | | | |
| 2.1 | By the original supplier. | Full Power | Full Power | Full Power |
| 2.2 | By other than original supplier. | Full Power | Rs.20,000/- in each case | Rs.5,000/- in each case |

REMARKS :

Sl. No.

1. (a) Power shall be exercised subject to availability of Budget Head.
 - (b) Procurement from proprietary manufactures and purchase upto Rs.50,000/- in each case may be made directly by following the normal purchase procedure.
 - (c) Purchase of furniture, furnishings, and utensils etc. for hospital / dispensary should be dealt with under this item.
 - (d) Procurement above 10 lacs to be made through Central Purchase Organisation.
2. (a) Power to be exercised subject to availability of fund in the sanctioned budget.
 - (b) Servicing and repair shall be, as far as possible, from the original supplier or his authorized agent.
 - (c) All cases above Rs.50,000/- will be subject to finance concurrence.

| Sl. No. | Nature of Power | Authority and Extent of Power Delegated | | |
|---------|--|---|---|----------------------|
| | | D.H.S | Add. CMO / Dy. CMO / MS / M.O.I/c / Hospital | M.O. I/c. Dispensary |
| (1) | (2) | (3) | (4) | (5) |
| 3. | Purchase of medicines : (For Hospitals, SIP & Dispensaries) | | | |
| 3.1 | From Govt. Medical Stores. | Full Power | Nil | Nil |
| 3.2 | From Public Sector Drug Unit. | Full Power | Nil | Nil |
| 3.3. | From other drug manufacturers. | Upto Rs.1 Lac in each case subject to an annual limit of Rs.10 Lacs | Upto Rs.40,000/- subject to Annual limit of Rs.4 Lacs | Nil |
| 3.4 | On ground of emergency. | Full Power | Full Power | Nil |

REMARKS :

Sl. No.

3. (a) The terms and conditions, both financial and commercial, should normally conform to the standard ones prescribed by the Corporation.
- (b) Procurement of medicine from vendors registered with State Govt. Depts., DGS&D and CGHS Depts. will be guided by OM No. WI-C/46(Vol.V)/08/5308 dtd. 19.03.2008.
- (c) For sl. no. 3.3. while DHS will have full powers for placing indents. Procurement will normally be made through Central Purchase Organization.
- (d) Purchase can be made directly from the manufacturer or his authorized representative.
- (e) Rebate / discount for bulk supply to hospital / dispensary is to be availed of.
- (f) Purchase above Rs.50,000/- in each case be made in consultation with Finance. Power under sl. no. 3.4 shall be exercised only in case of emergency caused by unforeseen situation arising out of flood, fire, earthquake, explosions, accident, critical medical cases for which procurement of bulk amount life saving drugs needed at a time, when there is no time for observing procedural formalities and it will be incumbent on the functionaries to certify the reasonableness of the rates in writing. The situation which created emergency should be vetted by Project Head.

| Sl. No. | Nature of Power | Authority and Extent of Power Delegated | | |
|---------|---|---|--|---|
| | | D.H.S | Addl. CMO / Dy. CMO / MS / M.O.I/c / Hospital | M.O. I/c. Dispensary |
| (1) | (2) | (3) | (4) | (5) |
| 4. | Purchase of medicines on Rate Contract from PSU and other manufacturers. | Full Power | Nil | Nil |
| 5. | Sanction to purchase of other stores, chemicals, insecticides, etc. | Full Power | Upto Rs.20,000/- in each case subject to annual limit of Rs.80,000/- | Upto Rs.3,000/- in each case subject to annual limit of Rs.15,000/- |
| 5.1 | Approval for Invitation, Opening and Acceptance of Tender against above sanction. | Full Power | Upto Rs.20,000/- in each case subject to annual limit of Rs.80,000/- | Upto Rs.3,000/- in each case subject to annual limit of Rs.15,000/- |
| 6. | Invitation of tender and award of contract for supply of hospital diet, washing of linen and up-keepment of the hospital etc. | Full Power | Full Power | Nil |
| 7. | Purchase of doctor's gown, patient's dress etc. | Full Power | Full Power | Full Power |

REMARKS :

Sl. No.

4. Price of the medicine should be at per with the cost of medicine supplied to other Hospital. Terms and Conditions, both financial and commercial should normally conform to the standard ones prescribed by the Corporation.
5. (a) Power to be exercised subject to availability of fund in the sanctioned budget.
(b) Rules, regulations and other instruments regarding purchase should be strictly observed.
6. (a) Normal purchase procedure as per Purchase Manual shall be followed.
(b) Scale of Hospital diet prescribed by the Corporation from time to time shall be followed.
7. (a) Subject to the scale and type prescribed by the Corporation.
(b) Normal purchase / procurement procedure to be followed.

| Sl. No. | Nature of Power | Authority and Extent of Power Delegated | | |
|---------|--|---|--|---|
| | | D.H.S | Addl. CMO / Dy. CMO / MS / M.O./c / Hospital | M.O. I/c. Dispensary |
| (1) | (2) | (3) | (4) | (5) |
| 8. | Maintenance, repair and upkeep of Ambulance. | Full Power | Upto Rs.25,000/- at a time subject to a ceiling of Rs.50,000/- per vehicle per annum | Upto Rs.5,000/- at a time subject to a ceiling of Rs.15,000/- per vehicle per annum |
| 9. | Power to write off losses of any item of stores, equipment, appliance etc. including adjustment of discrepancies in an item during stock verification. | | | |
| | i) Due to theft, fraud or negligence. | Upto Rs.10,000/- in each case | Upto Rs.2,000/- in each case | Upto Rs.500/- in each case |
| | ii) Not due to theft fraud or negligence. | Upto Rs.2 Lacs | Upto Rs.10,000/- in each case | Upto Rs.2,000/- in each case |

REMARKS :

Sl. No.

8. (a) Repair and maintenance includes renewal or replacement of parts.
(b) Except in cases where repair is carried out through approved workshop / garage, normal tendering procedure is to be followed.
(c) In case of emergency, expenditure up to Rs.3,000/- in each case can be incurred on the basis of single quotation without calling formal tender. Executing authority should satisfy himself about reasonableness of prices. The expenditure will, however, be subject to the annual overall limit prescribed for each vehicle.
9. (a) The power is to be exercised subject to investigation and report by a Committee duly constituted by DHS with representative from Finance. A copy of the report together with approval to write off shall be sent to Accounts for necessary adjustment in Accounts.
(b) In case of loss to theft, fraud or negligence, it should be ensured that :
i) The loss does not disclose a defect in system, the amendment of which requires Corporation Sanction.
ii) The negligence on the part of Corporation's employee(s) is not such that it calls for disciplinary action.
iii) F.I.R. is lodged in case of theft and final report obtained.
iv) A report is submitted to Secretary of the Corporation.

| Sl. No. | Nature of Power | Authority and Extent of Power Delegated | | |
|---------|--|---|---|------------------------------|
| | | D.H.S | Addl. CMO / Dy. CMO / MS / M.O.I/c / Hospital | M.O. I/c. Dispensary |
| (1) | (2) | (3) | (4) | (5) |
| 10. | Declaration of stores, equipment excluding vehicle, instruments & appliances as unserviceable. | Upto Rs.50,000/- in each case | Upto Rs.20,000/- in each case | Upto Rs.2,000/- in each case |
| 11. | Disposal of unserviceable stores, equipment, instruments and appliances. | Upto Rs.50,000/- in each case | Upto Rs.5,000/- in each case | Nil |
| 12. | Hiring of vehicle on Emergency. | Upto Rs.30,000/- in each case | Upto Rs.20,000/- in each case | Nil |

REMARKS :

Sl. No.

10. (a) Declaration of linen, blankets etc. as unserviceable shall be subject to the approval of DHS.
- (b) The monetary limits should be calculated on book value.
- (c) For declaration of stores as unserviceable, except in the case of items below Rs.5,000/- the declaration should be made on assessment by a Survey Committee (including Finance) to be set up by the authority competent to declare surplus. The minimum selling price and the mode disposal be decided by the Committee.
11. (a) Power to be exercised in consultation with Finance and subject to observance of rules and procedures prescribed by the Corporation from time to time.
- (b) Disposal should be through open tender / public auction.
- (c) Unserviceable medicines and injectibles should not be sold out but effectively destroyed in the presence of a Medical Officer.
12. (a) The period of hiring should not exceed 30(thirty) days at a time and the total period of hiring shall not exceed 3(three) month in any case.
- (b) Hiring contract for hospital vehicle may be considered under exceptional circumstances.
- (c) Power under this delegation shall be subject to approved norms, guidelines and budget provision.
- (d) Such power shall be exercised judiciously and it will be incumbent on the functionaries to assess and certify the reasonability of rates in writing.
- (e) Award of contract for hiring shall be finalized in consultation with Finance.

LIST OF RELEVANT O.M.

Following Office Memorandum, issued after publication of DFP-2006, are incorporated in DFP-2009.

1. Sectt./EV/DA-3/2000(Pt.)/III/2144 dt. 04.04.2006.
2. Sectt./EV/DA-3/2005/Vol.I/2963 dt. 19.09.2006.
3. Sectt./EV/DA-3/2005/Vol. II/2978 dt. 20.09.2006.
4. Sectt./EV/DA-3/2005/Vol. I/2979 dt. 20.09.2006.
5. Sectt./EV/DA-3/2005/Vol. II/3055 dt. 19.10.2006.
6. Sectt./EV/DA-3/2000(Pt.)/II/3504 dt. 31.01.2007.
7. Sectt./EV/DA-3/2005/Vol. I/3808 dt. 06.04.2007.
8. Sectt./EV/DA-3/2005/Vol. I/3808 dt. 06.04.2007.
9. Sectt./EV/DA-3/2005(Vol. I)/4199 dt. 29.06.2007.
10. Sectt./EV/DA-3/2005/Vol. I/4329 dt. 27.07.2007.
11. Sectt./EV/DA-3/2005/Vol. I/4440 dt. 22.08.2007.
12. Sectt./EV/DA-3/2005/Vol. I/4440 dt. 22.08.2007.
13. Sectt./EV/DA-3/2005(Vol. II)/4592 dt. 28.09.2007.
14. Sectt./EV/DA-3/97-2006/4661 dt. 16.10.2007.
15. Sectt./EV/DA-3/2005(Vol. II)/4679 dt. 26.10.2007.
16. Sectt./EV/DA-3/2005(Vol. II)/3950 dt. 03.12.2007.
17. Sectt./EV/DA-3/DFP(Genl.)-4952 dt. 01.01.2008.
18. Sectt./EV/DA-3/2005/Vol. II/968 dt. 09.01.2008.
19. Sectt./EV/DA-3/DFP(Genl.)-966 dt. 09.01.2008.
20. Sectt./EV/DA-3/DFP(Genl.)/5482 dt. 25.04.2008.
21. Sectt./EV/DA-3/2005(Vol. III)/5504 dt. 29.04.2008.
22. EV/DA-3/2005/Vol. III/5531 dt. 05.05.2008.
23. Sectt./LA/SCD/Misc./2007/5722 dt. 19.06.2008.
24. Sectt./LA/SCD/Misc./2007/5754 dt. 25.06.2008.
25. Sectt./EV/DA-3/2005(Vol. III)/6360 dt. 04.11.2008.
26. Sectt./EV/DA-3/2005(Vol. III)/6361 dt. 04.11.2008.