

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

Delegation of Powers (w.e.f. 01.08.2006)

Preamble :-

The powers in respect of Stores, Works, Cash and imprest, miscellaneous matters and Legal matters as detailed in the appended statements under Sections I, II, III, IV, & V of G.O 2 (S&S) Dt. 18/02/1965 of A/cs Code Vol. No.VII of erstwhile MSEB, as also MSEB Administration of Funds & Properties Regulations, 1980 as amended as on 05/06/2005 have been reviewed and the revised delegation of powers have been approved by the Managing Director subject to following

- 1) The powers delegated shall be exercisable subject to provision existing in the Budget to meet the resultant expenditure. Power to incur expenditure on stores shall be exercisable provided they are required for administratively approved and technically sanctioned schemes or are indented for the scheme included in the Budget or for stock piling purposes and as such stock piling is specifically authorised by the Company.
- 2) In emergent cases, the Managing Director shall be the Competent Authority to exercise the powers in excess of those delegated to him in anticipation of approval of the Board of Directors.
- 3) An authority higher than the competent authority shall always be competent to exercise the powers of the competent authority even in absence of any specific delegation in this respect.
- 4) In case the designation of the post to which a specific power is delegated is changed, the Managing Director in consultation with the Director (Operations) and the Director (Finance) shall be competent to declare, if necessary, that the powers delegated to the previous authority continue to be exercisable by the incumbent of the re-designated post. Similarly, the Managing Director in consultation with the Director (Operations) and Director (Finance) shall be competent to extend the powers delegated to other equivalent posts of the same cadre or different cadre even though they might be designated differently from administrative purposes and in so far as these officers are expected to perform the duties to which powers delegated are applicable.
- 5) As far as the delegation of powers to be exercised in Corporate Office are concerned, the consultation with Jt. C.A.O. / Dy .C.A.O. etc. means the Jt. C.A.O. / Dy .C.A.O. working in the section concerned with the financial scrutiny of the proposals.
- 6) Wherever no specific delegation of powers are prescribed, the Managing Director will have the full powers subject to the powers mentioned in Para No.7 of the preamble.

- 7) The Managing Director in consultation with Director (Finance) where financial issues are involved, with Director (Operations) where technical issues are involved, and with Director(HRD) where HRD related/administrative issues are involved, have full powers to take all decisions in the matters of general management of the affairs of the Company except the following.
- i. Item covered under Section 292 of the Companies Act, 1956.
 - ii. Purchase/sale/modification of immovable property above Rs. 10 lakhs.
 - iii. Administrative approval / sanction to a proposal for schemes costing more than Rs. 10 crores.
 - iv. Approval to Capital and Revenue Budget of the Company including its revised estimates, budget estimates.
 - v. Variation in the approved budget beyond 15%.
 - vi. Re-appropriation of budget under different heads of accounts or under different sanctioned schemes beyond 20%.
 - vii. Approval to annual accounts of the Company.
 - viii. Decision to award works/procurement/services/constructing contracts etc beyond Rs. 10 crores.
- 8) Managing Director may further delegate his powers to officers below as deemed fit from time to time.
- 9) The Board of Directors will have full powers in all the matters of general management of the affairs of the Company.



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

Prakashgad, 1st Floor, Plot G-9, Bandra (E), Mumbai-400 051.
Website : www.mahadiscom.in

Phone No. 26472131, 26474211.

No. CGM(F&A)/MAHAVITARAN/1604

Date : 04.08.2006

CIRCULAR No. 23

Sub : Revision in Delegation of Powers w.e.f. 01.08.2006.

The delegation of financial powers vide G.O.2 (S&S) dtd. 18.02.1965 and MSEB Administration of Funds & Properties Regulations, 1980 have been revised/amended/modified and these powers are made effective from 1st August 2006 as approved by M.D., MSEDCL in consultation with Director (Finance) & Director (Operations).

Preamble to the delegation of powers at Page No 1 will form a part of the revised delegation of powers and these powers are to be read with the conditions mentioned in the preamble.

A copy is enclosed herewith for ensuring its implementation under the offices under your control, for which the sufficient copies may be taken at your end for its circulation upto the Sub-Division Office.

Encl : As above.

**Chief General Manager (F&A)
MAHAVITARAN**

Copy submitted with respect to :-

1. The M.D., Mahavitaran, Mumbai.
2. The Director (Finance), Mahavitaran, Mumbai.
3. The Director (Operations), Mahavitaran, Mumbai.
4. The Director (V&S), Mahavitaran, Mumbai.
5. The Executive Director (I) / (II) / (III) / (CP) / (Stores), Mahavitaran, Mumbai.

} For information please.

Copy forwarded with compliments to :-

1. The C.E. (Load Management)/(APDRP)/(DSPC)/(Power Purchase)/(Dist.)/(Comml.)/ (AMR) / (Infrastructure)/(I.R.)/(Stores), Mahavitaran, Mumbai.
2. All C.Es. of O&M Zones, Mahavitaran,
3. The C.E., Nashik (TRD), Mahavitaran.
4. The C.G.M. (P) / (T/E) / (Internal Audit) / (I.T.)
5. The Company Secretary, Mahavitaran, Mumbai.
6. The Chief Legal Advisor, Mahavitaran, Mumbai.
7. The C.P.P.R.O., Mahavitaran, Mumbai.
8. The C.I.R.O., Mahavitaran, Mumbai.

Copy to :-

1. The G.M. (Corp.A/cs.)/(Finance)/(Comml.)/(Infrastructure)/(Estt.)/(Disciplinary Action), Mahavitaran, Mumbai.
2. All CAOs, Jt.CAOs & Dy.CAOs of O&M Zone, Mahavitaran.
3. The Jt.CAO (WM)/(Finance)/(CPF)/(SB), Mahavitaran, Mumbai.
4. The Dy.CAO (Loan)/(CPF), Mahavitaran, Mumbai.
5. The M.D's. Representatives, Mahavitaran, Mumbai.
6. The Suptdg. Engineer (RE)/(CP)/(TRC), Mahavitaran, Mumbai.
7. All Suptdg. Engineers of O&M Circles, Mahavitaran.
8. The Dy.C.E. (Civil), Mahavitaran, Mumbai.
9. All Accounts Officers of O&M Circles, Mahavitaran.
10. The Accounts Officer (ET), HO, Mahavitaran, Mumbai.



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the previous authority continue to be exercisable by the incumbent of the re-designated post. Similarly, the Managing Director in consultation with the Director (Operations) and Director (Finance) shall be competent to extend the powers delegated to other equivalent posts of the same cadre or different cadre even though they might be designated differently from administrative purposes and in so far as these officers are expected to perform the duties to which powers delegated are applicable.

- 5) As far as the delegation of powers to be exercised in Corporate Office are concerned, the consultation with Jt. C.A.O. / Dy .C.A.O. etc. means the Jt. C.A.O. / Dy .C.A.O. working in the section concerned with the financial scrutiny of the proposals.
- 6) Wherever no specific delegation of powers are prescribed, the Managing Director will have the full powers subject to the powers mentioned in Para No.7 of the preamble.
- 7) The Managing Director in consultation with Director (Finance) where financial issues are involved, with Director (Operations) where technical issues are involved, and with Director(HRD) where HRD related/administrative issues are involved, have full powers to take all decisions in the matters of general management of the affairs of the Company except the following.
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MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

DELEGATION OF POWERS

(W.E.F 01.08.2006)

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Delegation of Powers

(To be read with the conditions mentioned in preamble)

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**SECTION III
CASH, IMPREST, ETC.**

EXISTING					PROPOSED				
SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS	SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
1	Approval for opening the operative and non-operative accounts in respect of a newly established office	Accounts Member			1	Approval for opening the operative and non-operative accounts in respect of a newly established office	Director(Accounts)		
2	To open a current account with the local branch of an approved Bank in favour of every disbursing officer for the purpose of disbursement	Director of Accounts			2	To open a current account with the local branch of an approved Bank in favour of every disbursing officer for the purpose of disbursement	Chief General Manager (F&A)		
3	To declare an asset as unservicable or scrap and to sanction its disposal by sale, auction or destruction.				3	To declare an asset as unservicable or scrap and to sanction its disposal by sale, auction or destruction.			
A	Where the asset has become unservicable before the expiry of its normal life or where the asset has become unservicable or useless even if the normal period of expected life is over but in actual it has not been fully or properly used.	Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the available Officer in charge of Accounts Section	Upto Rs. 5,000/-	(I) The limits are to be applied to the total value of all the assets under consideration at any time and not at a particular item of asset, eg., If the total value of unservicable assets is Rs. 20,000/- the competent authority will be SE although the individual items may cost less than Rs. 5,000/-	A	Where the asset has become unservicable before the expiry of its normal life or where the asset has become unservicable or useless even if the normal period of expected life is over but in actual it has not been fully or properly used.	Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the available Officer in charge of Accounts Section	Upto Rs. 15,000/-	(I) The limits are to be applied to the total value of all the assets under consideration at any time and not at a particular item of asset, eg., If the total value of unservicable assets is Rs. 20,000/- the competent authority will be SE although the individual items may cost less than Rs. 5,000/-
		S.E/Sr PSS and officer of equal rank. Power Station Superintendent, Ballarshah in consultation with the available officer in charge of Accounts Section.	Upto Rs. 25,000/-	(II) The limits prescribed are irrespective of the fact whether the asset has become unservicable while in use or otherwise, provided that before declaring any asset as unservicable, the competent authority ensures that it has not become unservicable due to any negligence, abuse or misuse on the part of any member of the staff or officer and further that in such cases disciplinary action has been initiated, where necessary			S.E/Sr PSS and officer of equal rank. Power Station Superintendent, Ballarshah in consultation with the available officer in charge of Accounts Section.	Upto Rs. 75,000/-	(II) The limits prescribed are irrespective of the fact whether the asset has become unservicable while in use or otherwise, provided that before declaring any asset as unservicable, the competent authority ensures that it has not become unservicable due to any negligence, abuse or misuse on the part of any member of the staff or officer and further that in such cases disciplinary action has been initiated, where necessary
		a) C.E in consultation with the available officer in charge of the Accounts Section	Upto Rs. 50,000/-	(III) The disposal of empties such as empty barrels, empty cement bags, packing cases, etc., be authorised by the Officer-in charge of a Major Store or by any Officer not below the rank of an E.E			a) C.E in consultation with the available officer in charge of the Accounts Section	Upto Rs. 1,50,000/-	(III) The disposal of empties such as empty barrels, empty cement bags, packing cases, etc., be authorised by the Officer-in charge of a Major Store or by any Officer not below the rank of an E.E
		b) HOD in respect of furniture and other office equipment in their office.		(IV) When the disposal is by sale, it shall be in accordance with the guidelines that will be prescribed by the Board			b) HOD in respect of furniture and other office equipment in their office.		(IV) When the disposal is by sale, it shall be in accordance with the guidelines that will be prescribed by the Board
		T.M in consultation with A.M	Upto Rs. 1,00,000/-	(V) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to capital or revenue account as the case may be.			Director(Operations) in consultation with Director(Accounts)	Upto Rs. 3,00,000/-	(V) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to capital or revenue account as the case may be.


EXISTING					PROPOSED				
SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS	SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
B	Where the asset while in use has become unservicable after the expiry of its normal life	Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the available Officer in charge of Accounts Section	Upto Rs. 1,000/-	(i) Provided that in either case no asset shall be ordered to be destroyed or sold without auction or open tender unless the competent authority is satisfied and it certifies to the effect that it would be more advantageous to the Board to destroy the asset or to sell it without auction or through open tender than to sell it by auction or through open tender.	B	Where the asset while in use has become unservicable after the expiry of its normal life	Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the available Officer in charge of Accounts Section	Upto Rs. 3,000/-	(i) Provided that in either case no asset shall be ordered to be destroyed or sold without auction or open tender unless the competent authority is satisfied and it certifies to the effect that it would be more advantageous to the Board to destroy the asset or to sell it without auction or through open tender than to sell it by auction or through open tender.
		S.E/Sr PSS and officer of equal rank. Power Station Superintendent, Ballarshah in consultation with the available officer in charge of Accounts Section.	Upto Rs. 5,000/-	(II) The limits are to be applied to the total value of all the assets under consideration at one time and not at a particular item of asset, eg., If the total depreciated value of unservicable assets is Rs. 5,000/- the competent authority will be Officer of the rank of SE although the individual items may cost less than Rs, 1,000/-			S.E/Sr PSS and officer of equal rank. Power Station Superintendent, Ballarshah in consultation with the available officer in charge of Accounts Section.	Upto Rs. 15,000/-	(II) The limits are to be applied to the total value of all the assets under consideration at one time and not at a particular item of asset, eg., If the total depreciated value of unservicable assets is Rs. 5,000/- the competent authority will be Officer of the rank of SE although the individual items may cost less than Rs, 1,000/-
		a) C.E in consultation with the available officer in charge of the Accounts Section b) HOD in respect of furniture and other office equipment in their office.	Upto Rs. 15,000/-	(III) The normal life referred to, is the prescibed period of life of asset as laid down under the Seventh Schedule of the Act. Provided further that in case of sale by auction the rules or procedures prescribed by the Board from time to time are strictly followed.			a) C.E in consultation with the available officer in charge of the Accounts Section b) HOD in respect of furniture and other office equipment in their office.	Upto Rs. 45,000/-	(III) The normal life referred to, is the prescibed period of life of asset as laid down under the Seventh Schedule of the Act. Provided further that in case of sale by auction the rules or procedures prescribed by the Board from time to time are strictly followed.
		T.M in consultation with A.M	Upto Rs. 50,000/-	(III) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to caiptal or revenue account as the case may be.			Director(Operations) in consultation with Director(Accounts)	Upto Rs. 1,50,000/-	(III) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to caiptal or revenue account as the case may be.

EXISTING					PROPOSED				
SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS	SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
5	Sale of PSC Poles	S.E	Sale value not exceeding RS. 50,000/-	(I) In case of sale of PSC poles to private parties, on demand, 5% profit margin should be charged on Board's issue rate in addition to the other elements like storage charges of 15% and statutory duty , taxes etc S.E/Zonal CE under whose jurisdiction the pole factories fall are authorised to approve such sale subject to the limits	5	Sale of PSC Poles	S.E	Sale value not exceeding Rs. 1,50,000/-	(I) In case of sale of PSC poles to private parties, on demand, 5% profit margin should be charged on Board's issue rate in addition to the other elements like storage charges of 15% and statutory duty , taxes etc S.E/Zonal CE under whose jurisdiction the pole factories fall are authorised to approve such sale subject to the limits
		Zonal C.E	For sale value upto Rs. 1,00,000/-	(II) Disposal of the property under sanction of the competent authority as described in the preceeding Regulations may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.			Zonal C.E	For sale value upto Rs. 3,00,000/-	(II) Disposal of the property under sanction of the competent authority as described in the preceeding Regulations may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.
		Tm in consultation with A.M	Beyond sale value of Rs. 1,00,000/-				Director(Operations) in consultation with Director(Accounts)	Beyond sale value of Rs. 3,00,000/-	
6	Sale of Other Material	S.E/Sr P.S.S on consultation with A.O	Upto Rs. 2,000/-	(I) In case of sale of other materials (given on hire or otherwise) other than surplus, the price of material should be fixed on the basis of issue rate or market whichever is higher, plus storage and handling charges at the rate of 15% less depreciation. Hire charges should be recovered till the date of sale.	6	Sale of Other Material	S.E/Sr P.S.S on consultation with A.O	Upto Rs. 6,000/-	(I) In case of sale of other materials (given on hire or otherwise) other than surplus, the price of material should be fixed on the basis of issue rate or market whichever is higher, plus storage and handling charges at the rate of 15% less depreciation. Hire charges should be recovered till the date of sale.
		C.E in consultation with Dy CAO	Upto Rs. 5,000/-	(II) Disposal of the property under sanction of the competent authority as described in the preceeding Regulations may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.			C.E in consultation with Dy CAO	Upto Rs. 15,000/-	(II) Disposal of the property under sanction of the competent authority as described in the preceeding Regulations may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.
		TM in consultation with A.M	Upto Rs. 10,000/-				Director(Operations) in consultation with Director(Accounts)	Upto Rs. 30,000/-	
		Chairman in consultation with A.M	Upto Rs. 25,000/-				MD in consultation with Director(Accounts)	Upto Rs. 75,000/-	
7	Writing off Bad Debts & Losses	C.E/S.E. Officer in charge in consultation with officer in charge of Accounts Section	Upto Rs. 25,000/-		7	Writing off Bad Debts & Losses	C.E/S.E. Officer in charge in consultation with officer in charge of Accounts Section	Upto Rs. 50,000/-	
A	Loss due to Natural Calamities	T.D in consultation with A.M	Upto Rs. 50,000/-		A	Loss due to Natural Calamities	Executive Director(Operations) in consultation with Director(Accounts)	Upto Rs. 1,00,000/-	
		T.M in consultation with A.M	Upto Rs. 1,00,000/-				Director(Operations) in consultation with Director(Accounts)	Upto Rs. 2,00,000/-	
		Chariman in consultation with TM and AM	Upto Rs. 2,00,000/-				MD in consultation with Director(Operations) and Director(Accounts)	Upto Rs. 4,00,000/-	

EXISTING					PROPOSED				
SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS	SR NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
B	Loss due to reason other than Natural Calamities	S.E/Sr PSS in consultation with officer in charge of Accounts Section C.E or officer in charge in consultation with officer in charge of Accounts Ection TM inconsultation with A.M Chairman in consultation with TM & A.M Board	Rs. 1,000/- Rs. 5,000/- Rs. 20,000/- Rs. 50,000/- Full Power		B	Loss due to reason other than Natural Calamities	S.E/Sr PSS in consultation with officer in charge of Accounts Section C.E or officer in charge in consultation with officer in charge of Accounts Ection Director(Operations) in consultation with Director(Accounts) MD in consultation with Director(Operations) and Director(Accounts)	Rs. 2,000/- Rs. 10,000/- Rs. 40,000/- Rs. 1,00,000/-	


(To be read with the conditions mentioned in preamble)

SECTION-I (STORES) SUPPLY & SERVICES

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1	Administrative approval for purchase of Stores / equipments not covered in schemes / Projects.	1) Supdt. Engineer in consultation with AO 2) Chief Engineer/Chief General Manager(IT) in consultation with Dy CAO 3) Executive Director in consultation with CGM(F&A) 4) Director (Operation)/ Director(HR) in consultation with Director(Finance) 5) Director (Finance) in consultation with Director(Operations)	Rs. 2 lakh Rs.10 lakhs Rs. 50 lakhs Rs.100 lakhs Rs.100 lakhs	 <p>APPLICABLE FOR CPA & OTHER THAN CPA. 1) All tenders should be opened in the presence of A.O./D.A. 2) Purchases exceeding Rs.50000/- shall be made by inviting Public Tenders.</p>
2	Invitation and opening of tenders.	CENTRAL PURCHASE AGENCY: 1) Dy.Ex.Engineer (Stores) 2) A.C.P.O./E.E.(Stores) OTHER THAN CPA. 1) Dy.Ex.Engineer(Stores) 2) Ex.Engineer / System Analyst 3) Supdtg. Engineer/Dy G. M (I.T)	Rs. 50 lakhs Full powers. Rs. 1 lakh Rs. 5 lakhs Full powers.	
3	Fixing of tender fees.	Authority competent to invite tenders.	Full powers.	
4	Acceptance of tenders.	CENTRAL PURCHASE AGENCY: 1) Ex.Engineer.(Stores) in consultation with the Dy CAO	Rs.25 lakhs	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
5	Consideration of tenders received after due date and time of opening.	2) Supdt..Engineer.(Stores) in consultation with the Jt.CAO. 3) Dy.Chief Engineer in consultation with the G.M(CA) 4) Chief Engineer in consultation with the GM(CA) 5) Executive Director in consultation with the C.G.M. (F&A). 6) Director (Operation) in consultation with Director (Finance). OTHER THAN CPA: 1) Ex.Engineer /System Analyst in consultation with D.A./A.O. 2) Supdt. Engineer/Dy G.M(IT) / Dy. C.E. / G.M.(IT) in consultation with A.O./Dy.CAO. 3) Chief .Engineer./C.G.M. (IT) in consultation with Dy.CAO/Jt.CAO. 4) Executive Director in consultation with Chief General Manager (F&A) Head Office: Chief Engineer Field Office : Authority higher than the one competent to accept the tender received in time.	Rs. 50 lakhs Rs. 75 lakhs Rs. 100 lakhs Rs. 200 lakhs Rs. 500 lakhs Rs. 2 lakhs Rs.5 lakhs Rs.100 lakhs Rs. 200 lakhs	2) Authority competent to accept tender shall have full powers to cancel the tender except that in case of tenders within the competence of the Executive Director in consultation with the Chief General Manager (F&A) and above for acceptance, Executive Director in consultation with the Chief General Manager(F&A) shall have full powers to cancel the tenders. OTHER THAN CPA: Purchases exceeding Rs. 200 lakhs should be made by C.P.A only.
6	Placing of order outside DGS&D Rate contract following rate contract procedure.	CENTRAL PURCHASE AGENCY: Ex.Engineer (Stores) in consultation with the Dy CAO OTHER THAN CPA: Supdt.Engineer in consultation with A.O./ Dy CAO	Rs 1000 lakhs Rs 1000 lakhs	



Sr. No.	Nature of Powers	Authority	Limit	Remarks
7	Placing of order outside DGS&D Rate contract in respect of the material available against Rate contract items at the same or lower rates than those prevailing under rates contract on conditions which are not less favourable than those of DGS&D Rate contract.	<p>CENTRAL PURCHASE AGENCY:</p> <p>1) Ex.Engineer (Stores) in consultation with the Dy CAO</p> <p>2) Supdt.Engineer (Stores) in consultation with Jt CAO</p> <p>3) Chief Engineer in consultation with G.M. (CA).</p> <p>OTHER THAN CPA:</p> <p>1) Ex.Engineer in consultation with D.A./A.O.</p> <p>2) S.E. in consultation with A.O.</p> <p>3) Dy.Chief Engineer in consultation with A.O./ Dy.CAO.</p> <p>4) Chief Engineer in consultation with Dy.CAO/ Jt.CAO.</p> <p>5) Executive Director in consultation with Chief General Manager (F&A)</p>	<p>Rs. 1 lakh</p> <p>Rs. 10 lakh</p> <p>Rs.1000 lakhs</p> <p>Rs.20,000/-</p> <p>Rs.30,000/-</p> <p>Rs.50,000/-</p> <p>Rs. 1 lakh</p> <p>Rs.5 lakhs.</p>	
8	Purchase in urgency without calling for quotations.	<p>1) Ex.Engineer/System Analyst</p> <p>2) Supdt.Engineer/Dy.Chief Engineer/ Dy GM (IT)/GM (IT)</p> <p>3) Chief Engineer/ HOD</p> <p>4) Executive Director</p> <p>5) Director(Operation)</p>	<p>Rs.20,000/-*</p> <p>Rs.50,000/- *</p> <p>Rs. 1 lakh.</p> <p>Rs. 2 lakh.</p> <p>Rs. 5 lakhs</p>	<p>* The exercise of these powers is to be reported to E.D. concerned and CGM (Audit) monthly.</p> <p>1) Reasons and urgency should be recorded in a register.</p> <p>2) While exercising these powers, reasonability of rates should be recorded.</p> <p>3) The order will be subjected to post audit.</p>
9	Placing of orders for spares & equipments of a proprietary nature after obtaining concerned Supplier's / manufacturer's quotation.	<p>CENTRAL PURCHASE AGENCY:</p> <p>1) Ex.Engineer (Stores) in consultation with Dy. CAO.</p>	<p>Rs. 1 lakh</p>	<p>APPLICABLE FOR CPA & OTHER THAN CPA.</p> <p>1) Spares of proprietary nature means those of a particular specification as used by the original suppliers and by the original manufacturers of the concerned original equipment.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
		2) Supdt..Engineer(Stores) in consultation with Jt.C.A.O.	Rs. 25 lakhs	2) Terms/mode/procedure of payments may be approved by the authority competent to accept quotation. Advance payment alongwith LOI/order upto 10% of ordered value including testing charges can be accepted by the prescribed authorities. Beyond 10% Director (F) will be the competent authority.
		3) Dy.Chief Engr. in consultation with G.M. (CA)	Rs. 50 lakhs	In case of Government/Government undertaking, higher advance payment can be accepted by the prescribed authorities.
		4) Chief Engineer in consultation with G.M. (CA)	Rs.100 lakhs.	3) For the imported proprietary spares advance payment in terms of relevant foreign exchange release may be approved by the
		5) Executive Director in consultation with the Chief General Manager (F&A)	Rs. 1000 Lakhs	
		OTHER THAN CPA:		APPLICABLE FOR OTHER THAN CPA ONLY:
		1) Ex.Engineer /System Analyst in consultation with D.A./A.O..	Rs.1 lakhs	For Government/Public Sector Undertakings these powers shall be Rs. 2 lakhs, Rs. 20 lakhs & Rs. 50 lakhs respectively for the first three authorities. The same authority may accept the advance payment alongwith LOI/order upto 20% of the ordered value wherever necessary.
		2) Supdt.Engineer/Dy.GM (IT)/Dy. CE/GM (IT) in consultation with A.O./Dy.CAO.	Rs. 10 lakhs.	
		3) Chief Engineer/C.G.M.(IT) in consultation with Dy.C.A.O./Jt.C.A.O.	Rs. 25 lakhs.	
		4) Executive Director in consultation with Chief General Manager (F&A).	Rs.200 lakhs	
		5) Director (Operation) in consultation with Director (Finance)	Rs 1000 lakhs	



Sr. No.	Nature of Powers	Authority	Limit	Remarks
10	Purchase without calling tenders but by obtaining quotations from regular suppliers.	<p>CENTRAL PURCHASE AGENCY:</p> <p>1) Ex.Engineer in consultation with Dy.CAO.</p> <p>2) Supdt.Engineer in consultation with Jt.CAO.</p> <p>3) Dy.Chief Engineer in consultation with GM (CA)</p> <p>4) Chief Engineer in consultation with GM (CA)</p> <p>5) Executive Director in consultation with Chief General Manager (F&A).</p> <p>6) Director (Operation) in consultation with Director(Finance)</p> <p>OTHER THAN CPA:</p> <p>1) S.D. O / Dy Exe .Engineer (Stores) in consultation with D.A.</p> <p>2) Ex. Engineer/System Analyst in consultation with D.A./A.O.</p> <p>3) Supdt.Engineer/Dy. GM (IT) in consultation with A.O./Dy.CAO.</p> <p>4) Dy.C.E. /G.M.(IT) in consultation with A.O.</p> <p>5) Chief Engineer/H.O.D. in consultation with Dy.CAO.</p> <p>6) Executive Director in consultation with Chief General Manager (F&A).</p>	<p>Rs. 2 lakh</p> <p>Rs. 4 lakhs</p> <p>Rs.10 lakhs.</p> <p>Rs.20 lakhs</p> <p>Rs. 30 lakhs</p> <p>Rs.50 lakhs.</p> <p>Rs.10,000/-</p> <p>Rs. 30,000/-</p> <p>Rs.75,000/-</p> <p>Rs. 1 lakh</p> <p>Rs. 5 lakhs</p> <p>Rs. 10 lakhs</p>	<p>APPLICABLE FOR OTHER THAN CPA ONLY:</p> <p>1) Orders upto Rs.10,000/- will be subjected to post audit.</p> <p>2) Uptodate list of regular suppliers together with their address should be maintained</p> <p>3) While exercising these powers, reasonability of the rates should be certified.</p> <p>4) For purchase exceeding Rs.30,000/- these powers will be exercised in case of urgency and reasons should be recorded.</p> <p>5) The total purchases and works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the Budget for purchases & works sanctioned for the Circle which shall include the purchases & works by Divisions under these clauses.</p> <p>6) In case of purchases &works done undertaken by E.E. & below, the post-facto approval from S.E. shall be obtained within a month.</p> <p>7) C.G.M. (Audit) shall ensure 100% audit of purchases & works under these clause by Internal Audit units at the earliest.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
11	Purchase of Stores and/or utilisation of services on the basis of a single quotation.	<p>CENTRAL PURCHASE AGENCY:</p> <p>1) A.C.P.O./E.E.(Stores) in consultation with Dy.CAO.</p> <p>2) S.E. (Stores) in consultation with Jt.CAO.</p> <p>3) Dy.C.E. (Stores) in consultation with GM (CA).</p> <p>4) Chief Engineer (Stores) in consultation with G.M. (CA).</p> <p>5) Executive Director in consultation with C.G.M. (F&A).</p> <p>6) Director (Operation) in consultation with Director (Finance).</p> <p>OTHER THAN CPA:</p> <p>1) S..D.O./Dy.E.E. Incharge of Major Stores in consultation with D.A.</p> <p>2) E.E (St)/System Analyst in consultation with D.A./A.O.</p> <p>3) S.E/Dy GM (IT) in consultation with A.O.</p> <p>4) Dy.Chief Engineer./G.M (IT) in consultation with Dy. CAO.</p>	<p>Rs.40,000/-</p> <p>Rs. 1 lakhs</p> <p>Rs. 4 lakhs</p> <p>Rs 10 lakhs</p> <p>Rs. 20 lakhs</p> <p>Rs. 50 lakhs</p> <p>Rs.10,000/-</p> <p>Rs.20,000/-</p> <p>Rs.50,000/-</p> <p>Rs.2 lakh.</p>	<p>APPLICABLE FOR CPA AND OTHER THAN CPA ONLY:</p> <p>1) Prescribed authorities may effect advance payment including testing charges wherever necessary.</p> <p>2) While exercising these powers urgency and reasonability of rates should be ascertained.</p> <p>3) In case of purchase of stores, advance payment to the extent of their powers under this item can be made wherever necessary by the authorities concerned.</p> <p>4) The total purchases & works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the Budget for purchases & works sanctioned for the circle, which shall include the purchases/works by Divisions under these clauses.</p> <p>5) In case of purchases & works done/undertaken by E.E. & below, the post-facto approval from S.E. shall be obtained within a month.</p> <p>6) C.G.M. (Audit) shall ensure 100% audit of the purchases & works under these clauses by Internal Audit units at the earliest.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
12	To incur expenditure in respect of any matter for which no specific authority has been provided	5) Chief Engineer/Chief General Manager(IT) in consultation with Dy.CAO./Jt.CAO. 6) Executive Director in consultation with C.G.M. (F&A). 1) Ex.Engineer Incharge of Division. 2) Supdt.Engineer 3) Dy.Chief .Engineer. 4) Chief Engineer./Head of the Deptt. 5) Executive Director 6) Director (Finance)/Director(Operation)/ Director(HR).	Rs.5 lakhs. Rs.10 lakhs. Upto Rs.1,000/- Upto Rs.2,000/- Upto Rs.5,000/- Upto Rs.10,000/- Upto Rs.30,000/- Upto Rs.50,000/-	
13	Placing of extension order upto 50% of original ordered quantity in case of urgency.	1) In case of tenders accepted by Executive Director and above Executive Director in consultation with Chief General Manager (F&A) 2) In other cases, same authority who has accepted the original tender	Rs. 1000 lakhs Full powers.	1) These powers are not exercisable if the original order was placed to cover an urgent or emergent demand without following the normal procedure. 2) The authorities concerned shall satisfy themselves that there is no significant downward trend in the prices.
14	Powers to negotiate terms and conditions (except quoted prices and terms of payment) before placement of order.	1) In case of tenders, accepted by Executive Director and above C.E. in consultation with Jt.CAO / CAO / GM (CA). 2) In other cases, authority competent to accept tender		While negotiating, the sanctity of tender procedure should be maintained and such negotiation should not alter the ranking and quoted price of tenders as prevalent before negotiation.
15	Powers to negotiate quoted prices before placement of order.	Managing Director in consultation with Director (Operation) & Director (Finance).		


Sr. No.	Nature of Powers	Authority	Limit	Remarks
16	Powers to negotiate quoted prices for proprietary items and spares from Public Sector Undertaking or imported proprietary spares and services	Executive Director in consultation with C.G.M. (F&A)		
17	Acceptance of material before due date on the grounds of urgency.	Chief Engineer		Provided the material is required for immediate use by the Indentor
18	Permitting the supplier to supply stores beyond contractual time limit without prejudice to the right of the Company for recovery of penalty/liquidated damages.	<p>1) In case of tender accepted by Executive Director & above.</p> <p>Chief Engineer.</p> <p>2) In other cases, authority competent to accept tender</p>		<p>1) If the price variation is applicable to the contract under consideration, payment thereof during the extended period will be limited to the payments on the basis of scheduled date of supply or actual date of supply, whichever is less.</p> <p>2) While communicating the decision, the authority concerned should inform the supplier that permission to supply of stores is subject to the decision of the competent authority as regards levy/waiver of penalty, payment of additional price variation other than above and additional payments due to statutory variations, if any.</p> <p>3) The competent authority under this clause may also decide to differ the recovery of penalty or liquidated damages either in part or in full pending decision of the competent authority under clause 19 for waiver/levy of penalty/L.D. provided sufficient retention either in cash or in Bank guarantee is ensured with the company.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
19	Grant of extension of time limit with or without levy of penalty/ liquidated damages including condonation for delay in applying for the extension of time limit by the Supplier and also including the mode of recovery of penalty, if levied.	<p>1) In case of tender, accepted by C.E. & above, Executive Director in consultation with Chief Gen. Manager (F&A).</p> <p>2) In other cases, next higher authority than the one who has accepted the tender but not below the rank of S.E. in consultation with highest local officer of Accounts/Dy.CAO.</p>		<p>1) Where the delay is attributable to the Supplier apart from levy of penalty, the price variation, if payable under the contract, the payment of the same shall be limited to that on the basis of scheduled date of supply or actual date of supply whichever is less. In such cases, the payment to the contractor due to increase, if any, in statutory taxes, duties shall also be limited to that applicable on the contractual date of completion.</p> <p>2) Where the delay is not solely attributable to the supplier and price variation is applicable to the contract and extension of time limit is granted without levy of penalty, the competent authority may decide to make the price variation payment based on the actual date of supply. The competent authority may also admit the claim of sales tax, F.E. variation, Custom duty etc., if any.</p> <p>3) Where the delay is not attributable to the supplier, the price variation shall become payable at actuals including payment of statutory variation in respect of excise duty, sales tax, F.E. variation, Custom duty etc.</p>
20	Review of decision of competent authority under clause 19	<p>1) In case of tender, accepted by Executive Director and above. Director (Operation) in consultation with Director (Finance).</p> <p>2) In other cases, E.D. in consultation with C.G.M (F & A)</p>		



Sr. No.	Nature of Powers	Authority	Limit	Remarks
21	Execution of all instruments relating to purchase and supply of materials, Stores & Machinery, insurance Guarantee bond and in respect of turnkey and supply cum erection contracts.	<p>CENTRAL PURCHASE AGENCY Ex.Engineer.(Stores)</p> <p>OTHER THAN C.P.A. Same authority as prescribed for invitation of tender.</p>		
22	Amendment to the technical specification of the contract or make of equipments which do not reduce the performance and guarantee.	<p>1) In case of tender accepted by Executive Director and above. Chief Engineer. in consultation with Chief General Manager(F&A)</p> <p>2) In case of tenders accepted by the Chief Engineer and below (a) Chief Engineer in consultation with Dy.CAO. (b) Executive Director in consultation with Chief General Manager (F&A) (c) Director (Operation) in consultation with Director (Finance).</p>	<p>Full powers for no change or if there is reduction in value of contract</p> <p>Increase upto Rs.2 lakh or 5% of the value of the order whichever less.</p> <p>Increase upto Rs.10 lakhs. Increase upto Rs.20 lakhs.</p>	<p>Indentor shall be invariably consulted prior to acceptance of change in the technical specification and his prior concurrence be obtained.</p>





Sr. No.	Nature of Powers	Authority	Limit	Remarks
23	Amendment to the technical specification of contract which may result in reduction of the performance but still acceptable for use as it is or by suitable modification and which is compensated by reduction in price.	1) C.E. in consultation with Dy.CAO. 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operation) in consultation with Director (Finance).	Above 10% reduction in price of the ordered rate of the item/items. Reduction in price between 10% & 5% of the ordered rate of the item/items. Reduction in price below 5% of the ordered rate of the item/items.	 In case of contract, where value of individual items are not available and price break up is only available for payment purpose for that particular item, reasonable value of such items should be ascertained before submitting the proposal to the competent authority. In such cases, the limit indicated will be applicable for ascertained value.
24	Execution of all instruments in respect of all matters not specifically provided for.	Chief Engineer in consultation with Dy.CAO/Jt.CAO		
25	Variation in contracted terms other than terms of payment.	1) In case of tenders accepted by Executive Director and above Chief Engineer in consultation with C.A.O./G.M. (CA) 2) In other cases, Authority competent to accept Purchase Proposal.		Reasons in such cases should be recorded.
26	Waiving of/or refund of or forfeiture of Earnest Money Deposit in part or in full.	CENTRAL PURCHASE AGENCY 1) In case of tenders accepted by Dy.CE (Stores) and above , S.E. (Stores). 2) In other cases, Authority competent to accept tender.		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
27	Variation in the value of the contract on any account.	<p>OTHER THAN CPA</p> <p>1) In case of tenders accepted by Executive Director and above, Chief Engineer.</p> <p>2) In other cases, Authority competent to accept tender</p> <p>1) Same authority competent to accept the tender except for orders approved by E.D. and above.</p> <p>2) Next higher authority over the authority competent to accept the tender except for orders approved by E.D. and above.</p> <p>3) E.D. in consultation with the C.G.M. (F&A) for tenders accepted by E.D. and above.</p>	<p>Upto 5% of the value of the order.</p> <p>Upto 10% of the value of the order.</p> <p>Upto 10% of the value of the order subject to limit of Rs.50 lakhs</p>	<p>1) These powers are to be exercised without considering the effect of statutory variation.</p> <p>2) In case if there is no overall excess / shortage in delivery as per the orders, C.E. and Executive Director will have full powers to approve any excess / shortage beyond 5% per consignee in each item.</p> <p>3) Percentage referred is in relation to the total value of the contract.</p> <p>4) The overall financial limits of variation mentioned shall not be exceeded even if a variation is permitted on more than one occasion.</p> <p>5) For imported items - In case of change in value of contract due to exchange rate, C.E. shall have full powers.</p>
28	Refund, waiver or adjustment in part or full of Security Deposit, Permanent Deposit, Registration Deposit or any other deposit.	<p>CENTRAL PURCHASE AGENCY</p> <p>1) For waiver, Authority competent to accept tender.</p> <p>2) For refund and adjustment, S.E. in consultation with G.M. concerned with Stores Bills.</p>		<p>For refund of permanent Security Deposit, prescribed procedure shall be followed.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
29	Acceptance, encashment and release of Bank Guarantee.	<p>OTHER THAN CPA</p> <p>For waiver / refund and adjustment</p> <p>1) In case of tenders accepted by Executive Director and above.</p> <p>C.E. in consultation with Jt.CAO/Dy.CAO.</p> <p>2) In other cases/ authority competent to accept tender</p> <p>C.P.A & OTHER THAN CPA.</p> <p>For forfeiture cases.</p> <p>1) In case of tenders accepted by Executive Director and above.</p> <p>C.E. in consultation with Jt.CAO/Dy.CAO.</p> <p>2) In other cases. Authority one level higher than the authority competent to accept tender.</p> <p>CENTRAL PURCHASE AGENCY</p> <p>1) Supdt. Engineer(Stores).</p> <p>OTHER THAN CPA.</p> <p>1) In case of tenders accepted by Executive Director and above.</p> <p>Chief Engineer</p> <p>2) In other cases. Authority competent to accept tender</p>		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
30	Variation in terms of payment before placement of order/A.T.	1) Chief Engineer in consultation with C.G.M. (F&A)., in case of tenders accepted by Executive Director and above 2) In other cases, authority competent to accept tender.		
31	Powers to vary terms of payment after placement of order without prejudice to other terms and conditions.	CENTRAL PURCHASE AGENCY 1) In case of tenders accepted by Executive Director and above Chief Engineer in consultation with Chief General Manager(F&A) 2) In other cases, Authority competent to accept tender in consultation with G.M. (CA). OTHER THAN CPA. Executive Director in consultation with Chief General Manager(F&A).		
32	Acceptance of following modes of payment before placement of order:- i) Through L/C. (for CPA only)	i) In case of tenders accepted by Executive Director and above. Chief Engineer in consultation with Chief General Manager(F&A). ii) In other cases, Authority competent to accept tender in consultation with Jt.CAO/G.M.(CA).		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
	ii) Through Bank. iii) Authorising payment against L/R in case of road transport.	i) In case of tenders accepted by Executive Director and above. C.E. in consultation C.A.O./G.M. (CA) ii) In other cases, Authority competent to accept tender. Executive Director in consultation with Chief General Manager (F&A)	Full powers.	 The L/R should be of the Road Transport Contractor approved by a Scheduled Bank.
33	Accepting on returnable basis, steel, cement and other project material and equipments from Government or Public body / authority or other State Electricity Board / Company or local body not below the level of Zilla Parishad / Municipality.	1) Supdt.Engineer(Stores). 2) Chief Engineer 3) Executive Director	Rs.50,000/- at a time (subject to annual limit of Rs.2 lakh) Rs.2 lakh at a time (subject to annual limit of Rs.10 lakhs). Rs.5 lakh at a time (subject to annual limit of Rs.20 lakhs).	1) Items should be obtained strictly for subsequent replenishment from the Company's material when received and not converted to Purchase at any later period. 2) Authority prescribed will be competent to accept terms and conditions including payment of service charges/interest etc. if so required, except any such condition which will require conversion of transaction in the purchase. 3) Record of such transaction should invariably be maintained in a register.
34	Issue on returnable basis of company's steel, cement and any other material / equipment to Government or Public Body / authority, other State Electricity Boards / Company or local body not below the level of Zilla Parishad.	1) Chief Engineer 2) Executive Director	Rs.2 lakh at a time (subject to annual limit of Rs.10 lakhs). Rs.5 lakh at a time (subject to annual limit of Rs.20 lakhs).	1) The request should come from the concerned responsible officers not below the rank of Class-I Officers or equivalent rank 2) Such items should be issued after following the Company's Accounting procedure prescribed for Company's equipment given on hire and strictly for subsequent return without option for conversion into a sale transaction.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
35	Issue or acceptance on returnable basis of material and equipments to / from Company's contractor for Company's work in contingent conditions and urgency against proper indemnity bond.	1) Supdtd.Engineer 2) Chief Engineer 3) Executive Director.	Rs.5 lakhs. Rs.10 lakhs. Rs.20 lakhs.	 <p>3) Record of such transactions should invariably be kept on the lines of register meant for Company's equipment given on hire.</p> <p>4) In respect of items such as steel, cement or any other equipment given on loan, the following service charges should be levied :-</p> <p style="padding-left: 40px;">Material issued on returnable basis upto -</p> <p style="padding-left: 80px;">3 months - 5% of the total price. 6 months - 10% of the total price. 9 months - 15% of the total price. 12 months - 20% of the total price. 18 months - 30% of the total price. 24 months - 40% of the total price.</p> <p>5) Period exceeding 24 months should not normally be allowed to be carried out over and suitable steps taken to get back the equipment, if equipment is still not returned, the matter should be reported to Managing Director and suitable action for recovery of cost shall be taken.</p> <p>6) The returnable material should be from fresh stock.</p> <p>7) Managing Director has full powers to decide and vary the terms and conditions.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
36	Acceptance or issue on returnable basis of O&M spares in case of urgency, from other Electricity Boards / Companys or power utilities.	1) C.E. in concurrence with Executive Director 2) Director(Operations)	Rs.50 lakhs. Rs 100 lakhs	
37	Recording of measurement. (a) Quantitative measurements. (b) Qualitative measurements.	1) Jr.Stores Asstt./Sub Engr 2) Stores Asstt./Jr.Engr. 3) Stores Supdt./A.E. 1) Dy.E.E./A.E. in charge of Sub-divn 2) Ex Engineer/Dy.Ex.Engineer (O)	Rs. 50,000/- Rs.2 lakh. Without limit. Upto Rs.10 lakhs. 10% check. Above Rs.10 lakhs. 5% check.	These limits are in respect of quantitative measurements subject to quality checks as prescribed. Specific mention of items to be checked is to be recorded while recording measurement. The prescribed financial limits corresponding to the cost of equipment covered by each invoices. These limits are in respect of qualitative checks. The prescribed financial limits corresponding to each unit cost and not cost of equipment covered by each invoices.
38	Annual limits for purchase of stationery, drawing material, printed forms, printed books, log books, charts for recorder, etc for field office only.	1) Officer not below the rank of Dy.E.E. in Stores & Stores Centre and Officer not the rank of Ex.Engineer in the Division. 2) S.E. per division including Sub-division. 3) S.E. Incharge of independent office. 4) Chief Engineer.	Major below Rs.50,000/- per year Rs.2 lakh per year Rs.2 lakh per year Rs. 100 lakhs per year	Purchase shall be made by following prescribed procedure. These limit are inclusive of total annual limit prescribed for the offices under them.


Sr. No.	Nature of Powers	Authority	Limit	Remarks
39	<p>Condonation of irregularities in connection with recording of measurements subject to satisfactory proof of receipt of material correctly where materials are directly despatched to works.</p> <p>a) Minor irregularities.</p> <p>b) Late recording for material which are susceptible for post-facto measurements.</p> <p>c) Measurements which are not susceptible for measurements.</p>	<p>Supdtg Engineer</p> <p>Chief Engineer</p> <p>Managing Director</p>		
40	<p>Cancellation of contract in part or full.</p> <p>a) Conditional orders.</p>	<p>1) In case of orders placed by the Executive Director & above Chief Engineer</p> <p>2) In other cases, Authority competent to place orders.</p>		<p>1) Conditional orders means orders involving DGS&D order, spare order or orders on J.P.C. or any other similar body, cement or any other similar item for which prices are fixed by statutory body or committee appointed by the Government.</p> <p>2) In cases involving cancellation of orders with or without financial implications, the prescribed authorities would be competent to cancel the order, provided the extra expenditure/ damages to be incurred on placing an order for the unexecuted portion of the cancelled order or damages on account of cancellation, the total value does not exceed 10% of the total value of such unexecuted portion of the cancelled order.</p>



Sr. No.	Nature of Powers	Authority	Limit	Remarks
41	<p>b) Non conditional orders.</p> <p>Approve the change in name of the firm and transfer the order from old firms to new firm or from one firm to another firm due to valid reasons provided such transfer does not entail extra expenditure to the company.</p>	<p>1) In case of orders placed by the Executive Director and above Chief Engineer in consultation with Law Officer and Chief General Manager (F&A)</p> <p>2) In other cases, Authority competent to accept tenders in consultation with Law Officer and Chief General Manager (F&A)</p> <p>3) Director (Operation) in consultation with Director (Finance). Chief Engineer in consultation with Law Officer and Chief General Manager(F&A)</p>	<p>In case where limits of extra expenditure / damages in cancelling contracts exceed 10% but below 25% of the value of the contract to be cancelled.</p> <p>Exceeding 25% of the value of contract to be cancelled.</p>	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
42	Authorising expenditure and waiving recovery of demurrage or warfage charges or ground rent charges	<p>CENTRAL PURCHASE AGENCY:</p> <p>1) Ex..Engineer.(Stores) in consultation with the Dy.C.A.O.</p> <p>2) Supdt..Engineer(Stores) in consultation with the Jt.CAO.</p> <p>3) Chief Engineer(Stores) in consultation with the G.M. (CA).</p> <p>OTHER THAN CPA:</p> <p>1) Dy.Ex.Engr. Incharge of M.S. in consultation with D.A.</p> <p>2) Ex.Engineer in consultation with D.A.</p> <p>3) Supdt.Engineer in consultation with A.O.</p> <p>4) Chief Engineer in consultation with Dy.CAO.</p>	<p>Rs.5,000/-</p> <p>Rs.25,000/-</p> <p>Rs 1,00,000/-</p> <p>Rs.2, 500/-</p> <p>Rs. 5,000/-</p> <p>Rs. 25,000/-</p> <p>Rs 1,00,000/-</p>	<p>Justification should be recorded in writing.</p>
43	Preaudit /Postaudit of purchase order.	<p>1) Asstt.Accountant.</p> <p>2) Divl.Accountant.</p> <p>3) Accounts Officer & above.</p>	<p>Upto Rs. 2 lakhs.</p> <p>Upto Rs. 5 lakhs.</p> <p>Above Rs. 5 lakhs.</p>	<p>Post audit should be restricted to the orders of value not exceeding Rs.10,000/</p>
44	Passing payment of bills.	<p>CENTRAL PURCHASE AGENCY:</p> <p>1) Asstt.Accountant.</p> <p>2) Divl.Accountant.</p> <p>3) Accounts Officer.</p> <p>4) Dy.C.A.O./Jt.C.A.O.</p> <p>OTHER THAN CPA:</p> <p>1) Asstt.Accountant/Asstt. Auditor.</p> <p>2) Divl.Accountant.</p> <p>3) Accounts Officer.</p> <p>4) Dy.C.A.O./Jt.C.A.O.</p>	<p>Upto Rs. 2 lakhs.</p> <p>Upto Rs. 10 lakhs.</p> <p>Upto Rs.30 lakhs.</p> <p>Above Rs.30 lakhs.</p> <p>Upto Rs. 1 lakhs.</p> <p>Upto Rs. 5 lakhs.</p> <p>Upto Rs.20 lakhs.</p> <p>Above Rs.20 lakhs.</p>	<p>APPLICABLE FOR CPA AND OTHER THAN CPA :</p> <p>1) Powers for passing are based on the gross amount of the bill and not on payment which may be less.</p> <p>2) All bills relating to orders with price variation clause should be passed only after the approval of price variation by Dy.C.A.O./Jt.C.A.O.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
45	Authorising Inter-transfer of stores. a) Within Circle. b) Outside Circle. c) One zone to other Zone. d) One scheme to another scheme	Supdt.Engineer Chief Engineer within his jurisdiction Executive Director Director (Operation)		
46	Approving excess/short deliveries upto 5% in each item per consignee.	Supdt.Engineer in the field.		
47	Approving excess/short deliveries beyond 5% in each item per consignee when there is no overall excess/shortage.	Chief Engineer		
48	Making provisional payment in cases where contractor's title to the claims is clear but payment cannot be made until certain formalities and/or sanction of the Competent Authority etc. is obtained.	1) Chief Engineer in consultation with Chief General Manager (F&A) 2) Executive Director in consultation with C.G.M (F&A)	Upto 80% subject to limit of Rs.20 lakhs. Upto 80% subject to limit of Rs.50 lakhs.	Concerned Chief Engineer / Executive Director should be satisfied about urgency and title to the claim. Reasons to be recorded.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
49	<p>To declare an asset as unservicable or scrap and to sanction its disposal by sale, auction or destruction.</p> <p>A Where the asset has become unservicable before the expiry of its normal life or where the asset has become unservicable or useless even if the normal period of expected life is over but in actual it has not been fully or properly used.</p>	<p>Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the Divisional Accountant</p> <p>S.E and equivalent in consultation with the Accounts Officer.</p> <p>C.E in consultation with the Dy Chief Accounts Officer</p> <p>HOD in respect of furniture and other office equipment in their office.</p> <p>Director(Operations) in consultation with Director(Finance)</p>	<p>For any assets of which the asessed value is Upto Rs. 15,000/-</p> <p>Upto Rs. 75,000/-</p> <p>Upto Rs. 1,50,000/-</p> <p>Upto Rs. 1,50,000/-</p> <p>Upto Rs. 3,00,000/-</p>	 <p>(i) The limits are to be applied to the total value of all the assets under consideration at any time and not at a particular item of asset, eg., If the total value of unservicable asset is Rs. 30,000/- the competent authority will be SE although the individual items may cost less than Rs. 15,000/-</p> <p>(ii) The limits prescribed are irrespective of the fact whether the asset has become unservicable while in use or otherwise, provided that before declaring any asset as unservicable, the competent authority ensures that it has not become unservicable due to any negligence, abuse or misuse on the part of any member of the staff or officer and further that in such cases disciplinary action has been initiated, wherever necessary</p> <p>(iii) The disposal of empties such as empty barrels, empty cement bags, packing cases, etc., be authorised by the Officer-in charge of a Major Store or by an Officer not below the rank of an E.E</p> <p>(iv) When the disposal is by sale, it shall be in accordance with the guidelines prescribed by the Company.</p> <p>(v) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to capital or revenue account as the case may be.</p> <p>(vi) Disposal of the property under sanction of the competent authority may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
B	Where the asset while in use has become unservicable after the expiry of its normal life	<p>Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the Divisional Accountant</p> <p>S.E and equivalent in consultation with the Accounts Officer</p> <p>C.E in consultation with the Dy Chief Accounts Officer</p> <p>HOD in respect of furniture and other office equipment in their office.</p> <p>Director(Operations) in consultation with Director(Finance)</p>	<p>For any asset or assets of which the depreciated value is : Upto Rs. 3,000/-</p> <p>Upto Rs. 15,000/-</p> <p>Upto Rs. 50,000/-</p> <p>Upto Rs. 50,000/-</p> <p>Upto Rs. 1,50,000/-</p>	<p>(i) Provided that no asset shall be ordered to be destroyed or sold without auction or open tender unless the competent authority is satisfied and it certifies to the effect that it would be more advantageous to the Company to destroy the asset or to sell it without auction or through open tender than to sell it by auction or through open tender.</p> <p>(ii) The limits are to be applied to the total value of all the assets under consideration at one time and not at a particular item of asset, eg., If the total depreciated value of unservicable assets is Rs. 10,000/- the competent authority will be Officer of the rank of SE although the individual items may cost less than Rs. 3,000/-</p> <p>(iii) The normal life referred to, is the period of life of asset as laid down.</p> <p>(iv) Provided further that in case of sale by auction, the rules or procedures prescribed by the Company from time to time are strictly followed.</p> <p>(v) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to capital or revenue account as the case may be.</p> <p>(vi) Disposal of the property under sanction of the competent authority may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
50	Sale of PSC Poles	<p>S.E</p> <p>Zonal C.E</p> <p>Director(Operations) in consultation with Director(Finance)</p>	<p>Sale value not exceeding Rs. 1,50,000/-</p> <p>For sale value upto Rs. 3,00,000/-</p> <p>Beyond sale value of Rs. 3,00,000/-</p>	<p>In case of sale of PSC poles to private parties on demand, 5% profit margin should be charged on Company's issue rate in addition to the other elements like storage charges of 15% and statutory duty , taxes etc. S.E/Zonal CE under whose jurisdiction the pole factories fall are authorised to approve such sale subject to the limits</p>
51	Sale of Other Material (given on hire or otherwise) other than surplus.	<p>S.E in consultation with A.O</p> <p>C.E in consultation with Dy CAO</p> <p>Director(Operations) in consultation with Director(Finance)</p>	<p>Upto Rs. 5,000/-</p> <p>Upto Rs. 15,000/-</p> <p>Upto Rs. 30,000/-</p>	<p>The price of material should be fixed on the basis of issue rate or market rate whichever is higher, plus storage and handling charges at the rate of 15% less depreciation. Hire charges should be recovered till the date of sale.</p>



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

DELEGATION OF POWERS (w.e.f 01.08.2006)
(To be read with the conditions mentioned in preamble)




SECTION-II (WORKS)


Sr. No	Nature of Powers	Authority	Limit	Remarks
1	(A) Administrative approval of New Works/ scheme / extension including Urban renovation and system Improvement	1) Chief Engineer in consultation with Dy.CAO/ Jt.CAO 2) Executive Director in consultation with Chief General Manager.(F&A) 3) Director (Operation) in consultation with Director (Finance)	Rs. 15 lakhs Rs100 lakhs Rs. 200 lakhs	1) The limit should be considered as being inclusive of centages but exclusive of interest charges. 2) The proposal for pilot projects and evacuation of power will be approved by the Managing Director even if the proposal are within the competency of the lower authorities 3) Budget provision shall be made after administrative approval.
	(B) Sanction of works such as additions / alterations which are covered under Normal Development (ND) / Rural Electrification (RE) / National Bank for Agriculture & Rural Development (NABARD) / 33 KV Schemes and extension of Lines in an already electrified place within the budget provisions or savings.	1) Engr in –charge of S/Dn in consultation with DA 2) Ex.Engineer in consultation with DA. 3) Supdt.Engineer / Dy.Chief Engineer in consultation with AO 4) Chief Engineer in consultation with Dy.CAO/ Jt.CAO 5) Executive Director in consultation with Chief General Manager(F&A) 6) Director (Operation) in consultation with Director (Finance)	Upto 1 Km Line Rs.5 lakhs Rs. 10 lakhs Rs.15 lakhs Rs.100 lakhs Rs. 500 lakhs	1) The proposed extension should give the requisite return as per conditions of supply. 2) The authorities to execute works are deemed to be empowered to accord administrative approval and technical sanction in respect of such schemes.


Sr. No	Nature of Powers	Authority	Limit	Remarks
(C)	Administrative approval for upgradation of Computer Hardware, Printers, Personal Computers, Servers, Routers Switch, Hub, Modem hardware for networking , etc. Other related accessories and Computer Software, Operating systems, software tools, anti-virus software, etc.	1) Supdt. Engineer in consultation with A.O. 2) CE / HOD in consultation with Dy.C.A.O./Jt.C.A.O. 3) Executive Director in consultation with Chief General Manager (F&A) 4) Director (Operation)/ Director(HR) in consultation with Director (Finance) 5) Director(Finance) in consultation with Director(Operations)	Rs. 5 lakhs Rs. 15 lakhs Rs. 25 lakhs Rs. 50 lakhs Rs. 50 lakhs	
(D)	<u>ORC Scheme</u> Administrative approval of new ORC works	1) C.E in consultation with Dy CAO / Jt CAO 2) Executive Director in consultation with CGM(F&A) 3) Director (Operations) in consultation with Director (Finance)	Rs 100 lakhs Rs. 200 lakhs Rs. 500 lakhs	1) The clause is applicable for the following (i) Establishment of 33/11 KV S/S on specific demand, laying of OH lines/ UG cables upto 33 kv (ii) Extending power supply to Housing Complexes, Township etc. (iii) HT Power supply upto 5000 KVA as per Commercial Circular No 532 Dt. 4/6/1994 & 546 Dt. 24/3/1995 (iv) Constructions of EHV lines & S/S for supply of EHV consumer and also for particular locality on specific demand 2) Limits for administrative approval should be considered as being inclusive of centages but exclusive of interest charges. 3) Budget provision under "ORC" shall be made after administrative approval 4) Technical sanction will be given by various authorities within prescribed limits as per clause I(E) below after obtaining administrative approval.



Sr. No	Nature of Powers	Authority	Limit	Remarks
	<p><u>ORC Scheme</u></p> <p>(E)(i) Technical sanction for shifting of service line and shifting of poles. L,T, extensions for giving power supply to prospective consumers</p> <p>(ii) Technical sanction for shifting lines, feeders and DT locations</p> <p>(iii) Technical sanction for electrification of places where rehabilitation work is involved.</p> <p>(iv) Technical sanction for shifting/diversion of EHV lines.</p> <p>(v) Technical sanction for works related to complexes and / or electrification of layout residential complexes in respect of LT.HT connections.</p> <p>(F) Adm. approval for replacement of existing computer including accessories by new one.</p>	<p>E.E in consultation with D.A</p> <p>S.E in consultation with A O</p> <p>CE in consultation with Dy CAO/ Jt CAO</p> <p>CE in consultation with Dy CAO/ Jt CAO</p> <p>S.E in consultation with A O</p> <p>1) S.E in consultation with A O</p> <p>2) CE in consultation with Dy CAO / Jt CAO</p> <p>3) Executive Director in consultation with CGM(F&A)</p> <p>4) Director (Operation) in consultation with Director(Finance)</p>	<p>Rs. 1 lakhs</p> <p>Rs. 10 lakhs</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p> <p>Rs. 10 lakhs</p> <p>Rs. 25 lakhs</p> <p>Rs. 50 lakhs</p> <p>Rs.100 lakhs</p>	<p>For all works in ORC scheme referred in I(E) at Sr No (I) to (V) Authorities to execute works are deemed to be empowered to accord administrative approval and technical sanction in respect of such ORC works.</p> <p>Proposal for scrapping existing computer needs to be submitted alongwith the proposal.</p>
2	Technical sanction of detailed estimates within the administratively approved schemes/ works.	<p>1) Ex.Engineer</p> <p>2) Supdt.Engineer/ Dy Chief Engineer</p> <p>3) Chief Engineer</p>	<p>Rs. 25 lakhs</p> <p>Rs.100 lakhs</p> <p>Full Powers</p>	
3	Technical modification to the approved scheme without materially changing the scope of the work in approved scheme and not exceeding the administratively approved amount.	<p>1) Supdt.Engineer / Dy.Chief Engineer in consultation with A.O.</p> <p>2) Chief Engineer in consultation with Dy.CAO/Jt.CAO.</p>	<p>Rs. 5 lakhs</p> <p>Rs. 10 lakhs</p>	<p>These figures represent the difference in cost due to technical modifications.</p>

Sr. No	Nature of Powers	Authority	Limit	Remarks
4	Invitation and opening of tenders	3) Executive Director in consultation with CGM (F&A) 4) Director (Operation) in consultation with Director (Finance) 1) Ex.Engineer/ Dy.Ex.Engr./ System Analyst 2) Supdt.Engineer / Jt.Director (I.T.)	Rs. 25 lakhs Rs. 100 lakhs Rs.10 lakhs Full Powers	 1) The limits specified are the amount of the technically sanctioned estimates put to tender. 2) The opening to be done in the presence of one personnel from accounts side. 3) Authority competent to invite tender has also powers to extend due date of opening of tenders.
5	Fixing tender fees	Authority competent to invite the tender.	Full Powers	
6	Acceptance of Tender	1) Asstt.Engr./Dy.Ex. Engineer in consultation with D.A. 2) Ex.Engineer/ System Analyst in consultation with D.A. 3) Supdt.Engineer/ Dy GM(IT) in consultation with AO 4) Dy.Chief Engineer / G M(IT) in consultation with Dy.CAO 5) Chief Engineer/ CGM (I.T) in consultation with Dy.CAO/Jt.CAO 6) Executive Director in consultation with Chief General Manager(F&A)	Rs.1 lakh Rs.10 lakhs Rs.50 lakhs Rs.100 lakhs Rs.200 lakhs Rs.300 lakhs	1) The limits indicated are tendered value. 2) When tender other than the lowest is accepted, reasons to be recorded and a report giving justification has to be sent to the next higher authority within one month period from the date of letter of acceptance. 3) Officers of the category of SE and below shall exercise their powers under this clause only if they are incharge of independent units. 4) The authority competent to accept tender shall have full powers to cancel the tender provided that in case of tenders within the competence of Executive Director in consultation with Chief General Manager(F&A) & above for acceptance, Executive Director in consultation with Chief General Manager (F&A) shall have full powers to cancel the tenders.

Sr. No	Nature of Powers	Authority	Limit	Remarks
7	Awarding contracts for works through quotations including upgradation of Computer, Hardware, Printers, P.Cs., Servers, Routers, Switch, Hub, Modem etc. Computer Software, OS, Software tool, antivirus etc.	7) Director (Operation) in consultation with Director (Finance) 1) Asstt.Engineer/ Dy.Ex. Engineer in consultation with D.A. 2) Ex.Engineer/ System Analyst in consultation with D.A.. 3) Dy GM (IT)/ GM (IT) /Supdt.Engineer/ Dy.Chief Engineer in consultation with AO/Dy.CAO 4) Chief General Manager (IT)/ Chief Engineer in consultation with Dy.CAO/ Jt CAO	Rs.500 lakhs Rs.25,000/- Rs. 1 lakh Rs. 2 lakh Rs. 5 lakhs	 1) In case of urgency, work order upto Rs.50,000/- can be placed subject to post-audit. 2) Reasonability of prices to be recorded 3) The total purchases & works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the budget for purchases & works sanctioned for the Circle, which shall include the purchases & works by Divisions, under these clauses. 4) In case of purchases & works done/ undertaken by E.E. & below, the post-facto approval from S.E. shall be obtained within a month. 5) C.G.M. (Audit) shall ensure 100% audit of the purchases & works under these clauses by Internal Audit units at the earliest.
8	Placing of work order on single quotation basis in case of urgency, including upgradation of Computer, Hardware, Printers, P.Cs. Servers, Routers, Switch, Hub, Modem etc. Computer Software, OS, Software tool, antivirus etc.	1) Ex.Engineer/ System Analyst in consultation with D.A. 2) Dy.Chief Engineer / Supdt. Engineer / Dy GM (IT) / GM (IT) in consultation with A.O./Dy.CAO.	Rs.25,000/- Rs.50,000/-	1) The authority competent to accept the quotation should record inwriting the reasons for not following prescribed procedure of invitation of quotations / tenders. 2) The reasonability of rates shall be recorded. 3) The total purchases & works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the budget for purchases & works sanctioned for the Circle, which shall include the purchases & works by Divisions, under these clauses

Sr. No	Nature of Powers	Authority	Limit	Remarks
9	Placing of work orders on rate list/schedule of rates.	3) Chief Engineer/ Chief General Manager (IT) in consultation with Dy.CAO/ Jt.CAO. 4) Executive Director in consultation with Chief General Manager(F&A) 1) Sub Engr /JE Incharge of section 2) Astd.Engineer / Dy.Ex.Engr Incharge of Sub Division 3) Ex.Engineer 4) Supdt. Engineer/Dy.Chief Engineer 5) Chief Engineer	Rs..1 lakh Rs. 5 lakh Rs. 5,000/- Rs.25,000/- Rs. 50,000/- Rs. 1,00,000/- Rs.2,00,000/-	 4) In case of purchases & works done/ undertaken by E.E. & below, the post-facto approval from S.E. shall be obtained within a month. 5) C.G.M. (Audit) shall ensure 100% audit of the purchases & works under these clauses by Internal Audit units at the earliest. 1) The rate list/schedule of rate should be prepared by concerned EE & approved by SE in consultation with AO .The schedule shall be valid for a maximum period of one year. 2) The work shall be entrusted to such piece workers who are willing to do the work at the above rates irrespective of whether they had submitted quotation or not. 3) Payment against the work awarded by the Section Office (Sub Engr./Jr.Engr.) and Sub Division .(AE/Dy EE) can be paid through temporary imprest by cheque subject to Post Audit.
10	Utilisation of services of experts, consultants, institutes other than Govt. Undertakings on single quotation basis/limited enquiry.	1) Ex.Engineer . in consultation with DA. 2) Supdt.Engineer/Dy.Chief Engineer in consultation with AO/Dy.CAO 3) Chief Engineer in consultation with Dy.CAO/Jt.CAO 4) Executive Director in consultation with Chief General Manager(F&A)	Rs.20,000/- Rs. 50,000/- Rs. 5 lakhs Rs. 20 lakhs	Advance payment upto 10% may be made if necessary for the utilisation of the services of a specialist for technical assistance. For advance payment beyond 10%, C.E. in consultation with Dy.CAO/Jt.CAO will be competent authority.

Sr. No	Nature of Powers	Authority	Limit	Remarks
11	Utilisation of the services of Experts, consultants, institutes, for matters concerning to hardware/ software development (by calling limited quotations).	1) Supdt.Engineer in consultation with A.O. 2) Head of Deptt.. in consultation with Dy.CAO/Jt.CAO 3) Executive Director in consultationwith Chief General Manager (F&A) 4) Director (Operation) / Director (HR) in consultation with Director (Finance)	Rs. 1 lakh Rs. 5 lakhs Rs. 25 lakhs Rs.100 lakhs	
12	Servicing of Air Conditioning Plant and other ancillaries required for Computer Centres, re-inking and re-filling of ribbons, etc., by calling tenders/ quotations and on the single quotation basis in respect of proprietary nature items.	1) Ex.Engineer/System Analyst in the field in consultation with D.A. 2) Supdt.Engineer/ Dy GM (IT) in consultation with Dy.C.A.O. 3) Head of Deptt. in consultation with Dy.CAO	Rs.50,000/- Rs. 2 lakhs Full Powers	
13	Hiring of Computer time / Computer by calling limited quotations	Chief General Manager (IT)/ Chief Engineer in consultation with Dy CAO / Jt CAO		
14	Hiring of Agency for Punching / Data Entry Operation by inviting tenders	1) System Analyst in consultation with senior most accounts personnel in the office. 2) Dy GM(IT) in consultation with AO. 3) GM (IT) in consultation with AO / Dy.CAO. 4) Chief Engineer/ C G M (IT) in consultation with Dy.CAO.	Rs. 2 lakhs Rs. 5 lakhs Rs. 10 lakhs Rs 25 lakhs	



Sr. No	Nature of Powers	Authority	Limit	Remarks
15	Hiring out Computer time to other Institutions/ Agencies on payment basis or on reciprocal basis.	Chief General Manager(IT) / Chief Engineer in consultation with Dy CAO / Jt CAO		1) In case of hiring out computer time on payment basis, the market rate prevailing would be ascertained. 2) This delegation is for dealing with emergencies only and not as regular arrangement., Moreover, while making arrangement for doing work of outsiders, MSEDCL work should get preference
16	For placing Hardware/ Software Maintenance Order (AMC) i) As per Purchase Order Terms. ii) New Orders not covered under purchase order.	Not below System Analyst Head of Deptt. in consultation with Dy.CAO.	Rs 25 lakhs	
17	Utilisation of the services of Govt. Institutes & Govt. Undertakings on single quotation basis.	1) Ex.Engineer/ System Analyst in consultation with D.A. 2) Dy.Chief Engineer/ SE / Dy GM(IT)/ GM (IT) in consultation with A.O./Dy.C.A.O. 3) Chief Engineer / CGM (IT) in consultation with Dy.CAO/Jt.CAO 4) Executive Director in consultation with Chief General Manager(F&A)	Rs. 1 lakh Rs. 5 lakhs Rs. 10 lakhs Rs 25 lakhs	Advance payment alongwith WO/LOI upto 10% can be made by the prescribed authorities. For making advance payments beyond 10%. Chief Engineer / CGM (IT) in consultation with Dy.CAO/Jt.CAO will be the Competent Authority.
18	Utilisation of services of experts, consultants, institutes etc by inviting Tenders.	1) Chief Engineer/ CGM (IT) in consultation with Dy.CAO/Jt.CAO 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operation)/ Director(HR) in consultation with Director (Finance) 4) Director (Finance) in consultation with Director(Operation)	Rs. 10 lakhs Rs.15 lakhs Rs.25 lakhs Rs.25 lakhs	

Sr. No	Nature of Powers	Authority	Limit	Remarks
19	Approving the execution of works of other organisation by the Company.	Chief Engineer in consultation with Dy.CAO/Jt.CAO		
20 (A)	Repairs to plants machinery, lines, buildings etc. Ordinary repairs	1) Executive Engineer in consultation with D.A. 2) Supdt.Engineer in consultation with A.O.	Full Powers within overall budget allotment to their Divn. Full Powers within overall budget allotment of Circle.(including divisions)	1) Urgent/Breakdown repairs may be given to a party by obtaining offer from the party. 2) In case of orders to be placed on single quotation basis, reasons for not inviting tenders/quotation to be recorded in writing and approval from next higher competent authority to be obtained except in case of delegation of powers to Director (Operation) in consultation with Director (Finance)
(B)	Placing of orders for special repairs	1) Ex.Engineer in consultation with D.A. 2) Supdt.Engineer/Dy.Chief Engineer in consultation with A.O./Dv.C.A.O. 3) Chief Engineer in consultation with Dy.CAO/Jt.CAO 4) Executive Director in consultation with Chief General Manager(F&A) 5) Director (Operation) in consultation with Director (Finance)	Rs. 1 lakh- Rs. 10 lakhs Rs.50 lakhs Rs.200 lakhs Rs 1000 lakhs	




Sr. No	Nature of Powers	Authority	Limit	Remarks
21	Approval for execution of works/ services pertaining to Company's Scheme when they are necessarily to be carried out by Govt. Deptt., Municipality, Municipal Corpn. & Zilla Parishad, RITES and approval for payment of deposit to them for carrying out work/services on behalf of the Company.	1) Chief Engineer in consultation with Dy.CAO/Jt.CAO 2) Executive Director in consultation with Chief General Manager(F&A)	Rs. 25 lakhs Rs 100 lakhs	
22	Approval for execution of works/services pertaining to Company's schemes when they are necessarily to be carried out by outside parties/agencies other than those covered under 21 above and approval of payment of deposit to them for carrying out work on behalf of the Company.	1) Chief Engineer in consultation with Dy.CAO/Jt.CAO 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operation) in consultation with Director (Finance)	Rs. 5 lakhs Rs. 20 lakhs Rs 50 lakhs	
23	Sharing of expenditure with private bodies for approach road/water supply facilities etc. to the Company's sub-stations, etc.	Director(Operation) in consultation with Director(Finance)	Rs. 25 lakhs	
24	Sharing of expenditure with Govt./ Semi Govt./Local bodies/ Grampanchayats / Environmental Organisation etc. for approach road, water supply facilities etc. to Company's sub-stations, etc.	1) Chief Engineer in consultation with Dy.CAO/Jt.CAO 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operation) in consultation with Director (Finance)	Rs. 2 lakh Rs.20 lakhs Rs.30 lakhs	


Sr. No	Nature of Powers	Authority	Limit	Remarks
25	Placement of orders on acceptance of Tenders	1) In case of tenders accepted by Executive Director and above The concerned Chief Engineer 2) In other cases Authority competent to accept tender.		
26	Placing of extension orders for similar works upto 50% of original order amount in case of urgency.	1) In case of tenders accepted by Executive Director & above, Executive Director in consultation with Chief General Manager(F&A) 2) In other cases The same authority who has accepted the original tender.	Rs 1000 lakhs	1) The original order should not have been placed on an urgent or emergent basis without following prescribed procedure for public tender. 2) The authorities concerned should be satisfied that there has been no significant downward trend in prices
27	Variation in contracted terms and conditions other than technical specifications if there are not adverse financial implications.	1) In case of tenders accepted by Executive Director and above Chief Engineer in consultation with CAO/GM(CA) 2) In other cases The authority competent to accept tender.		1) Reasons in such cases to be recorded. 2) Variation should not affect performance and guarantee
28	Variation in contracted technical specification that do not affect the performance and guarantee, not involving financial implication.	1) In case of tenders accepted by Executive Director and above Chief Engineer in consultation with CAO. / GM(CA) 2) In other cases The authority competent to accept tender.	Full Powers for no change in price or if there is reduction in price. Full Powers for no change in price or if there is reduction in price.	



Sr. No	Nature of Powers	Authority	Limit	Remarks
29	Variation in technical specifications and commercial terms and conditions involving financial implication.	1) Chief Engineer in consultation with Dy.CAO/Jt.CAO 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operation) in consultation with Director (Finance)	Increase upto 5% of the value of the order or Rs. 2 lakhs which ever is less. Increase upto Rs.10 lakhs Increase upto Rs. 20 lakhs	
30	Variation in contracted technical specifications that may affect the performance and guarantee but still acceptable for use with modifications and which is adequately compensated by reduction in price.	1) Chief Engineer in consultation with Dy.CAO/Jt.CAO 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operation) in consultation with Director (Finance)	Reduction of 10% and above of the work order value. Reduction between 5% & 10% of the work order value. Reduction of 5% & below of the work order value.	
31	Cancellation of contract in part or full after taking legal opinion a) Where financial implications are not involved. b) Where financial implications are involved.	1) In case of tenders accepted by Executive Director & above. Chief Engineer in consultation with Dy.CAO/Jt.CAO 2) In other cases Authority competent to accept tender. 1) Chief Engineer in consultation with Dy.CAO/ Jt.CAO.	Extra cost to the Company upto 2% of the WO/AT or Rs.5,000/- whichever is higher.	

Sr. No	Nature of Powers	Authority	Limit	Remarks
32	Variation in the value of the work order/AT due to variation in the quantities only in respect of items covered in the WO/AT	<p>2) Executive Director in consultation with Chief General Manager(F&A)</p> <p>3) Director (Operation) in consultation with Director (Finance)</p> <p>a) In case of tenders accepted by Executive Director & above.</p> <p>i) Chief Engineer in consultation with Dy.CAO/Jt.CAO</p> <p>ii) Executive Director in consultation with Chief General Manager(F&A)</p> <p>iii) Director (Operation) in consultation with Director (Finance)</p>	<p>Extra cost to the Company upto 5% of the WO/AT or Rs.20,000/- whichever is higher.</p> <p>Extra cost to the Company upto 10% of the WO/AT or Rs.50,000/- whichever is higher.</p> <p>Upto 5% of the value of WO/AT or Rs.25 lakhs whichever is less</p> <p>Upto 10% of the value of WO/AT or Rs.50 lakhs whichever is less</p> <p>Upto 20% of the value of WO/AT or Rs.100 lakhs whichever is less.</p>	<p>1) If the variation in the value of the WO/AT due to variation in the quantities is likely to exceed 50% then fresh tenders are to be called. However, if the work is at fairly advanced stage of completion and it is not desirable in the interest of the company to invite fresh tenders then such cases would be put up to the Board for approval. Variation in quantities beyond 50% should not be executed unless the proposal is approved by the Board.</p> <p>2) The reason for variation in the value of WO/AT due to variation in quantities should be explained convincingly and the reasons for not forecasting the increase, need to be explained in writing by the authority preparing and certifying the work.</p> <p>3) No new item/work should be considered in variation.</p> <p>4) No payments are to be released unless the variations are approved by the Competent Authority.</p>


Sr. No	Nature of Powers	Authority	Limit	Remarks
33	To sanction execution & the rates to be paid for extra items not provided for in the order / A.T.	<p>b) In other cases</p> <p>i) Same authority competent to accept the tender.</p> <p>ii) Next higher authority over the authority competent to accept the tender</p> <p>iii) Executive Director in consultation with Chief General Manager(F&A)</p> <p>iv) Director (Operation) in consultation with Director (Finance).</p> <p>1) Supdt. Engineer in consultation with AO</p> <p>2) Dy.Chief Engineer in consultation with AO/Dy.CAO</p> <p>3) Chief Engineer in consultation with Dy.CAO/Jt.CAO</p> <p>4) Executive Director in consultation with Chief General Manager(F&A)</p> <p>5) Director (Operation) in consultation with Director (Finance)</p>	<p>Upto 5% of the value of WO/AT</p> <p>Upto 10% of the value of WO/AT</p> <p>Upto 15% of the value of WO/AT.</p> <p>Upto 25% of the value of WO/AT.</p> <p>Rs.15 lakhs</p> <p>Rs.20 lakhs</p> <p>Rs.100 lakhs</p> <p>Rs.150 lakhs</p> <p>Rs.200 lakhs</p>	 <p>1) The limits specified are the total value of all the extra items that the competent authority can sanction against a particular work.</p> <p>2) While sanctioning the extra items, the following practice shall be adopted.</p> <p>(i) The extra item rate to be sanctioned shall be as per the current schedule of rates of Govt. Deptt. such as public work / irrigation , based on rates for similar items of work in the order modified to the extent due to change in specification.</p> <p>(ii) In case if the procedure (i) above can not be adopted for finalising the extra items , detailed rate analysis shall be made and got approved from the next higher authority before sanctioning the extra items.</p> <p>3) In all cases, the total cost of extra items sanctioned against a particular work order by various authorities upto the level of Chief Engineer shall not exceed 5% of the work order value.</p>


Sr. No	Nature of Powers	Authority	Limit	Remarks
34	Permitting the contractor to execute the work beyond the contractual time limit without prejudice to the right of the Company for recovery of penalty/liquidated damages.	1) In case of tender accepted by Executive Director and above Chief Engineer. 2) In other cases Authority competent to accept tender		 4) In case an extra item has been substituted against an ordered item by deleting the ordered item, the difference in value of this particular extra item and value of the deleted ordered item shall only be considered for the purpose of this clause. 1) If the price variation is applicable to the contract under consideration, payment thereof during the extended period will be limited to the payments on the basis of scheduled date of completion or actual date of execution whichever is less. 2) While communicating the decision, the authority concerned should inform the contractor that the permission to execute the work is subject to the decision of the competent authority as regards the levy/waival of penalty, payment of additional price variation and additional payments due to statutory variations, if any 3) The Competent Authority may also decide to defer the recovery of penalty/liquidated damages either in part or in full pending decision of the competent authority for waiver/levy of penalty/ liquidated damages provided sufficient retention either in Cash or in form of Bank Guarantee is available with the Company.
35	Grant of extension of time limit with or without levy of penalty/liquidated damages including condonation for delay in applying for the extension of time limit by the contractors and also including the mode of recovery of penalty levied.	1) In case of tender accepted by C.E. and above. Executive Director in consultation with Chief General Manager (F&A).		1) Where the delay is attributable to the contractor, apart from levy of penalty, the price variation if payable under the contract, the payment of the same shall be limited to that on the basis of scheduled date of completion or actual date of execution whichever is less. In such cases, the payment to the contractor due to increase if any, in statutory taxes/duties shall also be limited to that applicable on the contractual date of completion.

Sr. No	Nature of Powers	Authority	Limit	Remarks
36	Review of decision of Competent authority under clause 35.	<p>2) In other cases Next higher authority than the one who has accepted the tender but not below the rank of S.E. in consultation with Accounts Officer</p> <p>1) In case of tender accepted by Executive Director and above. Director (Operation) in consultation with Director (Finance).</p> <p>2) In other cases Executive Director . in consultation with Chief General Manager(F&A).</p>		<p>2) Where the delay is not solely attributable to the contractor and price variation is applicable to the contract and extension of time limit is granted without levy of penalty, the competent authority may decide to pay the price variation payment based on the actual date of execution. The competent authority may also admit the claim of statutory variation in respect of Excise Duty. Sales Tax, F.E. variation, Customs Duty etc. if any.</p> <p>3) Where the delay is not attributable to the contractor, the price variation shall become payable at actuals including payment of statutory variation, in respect of Excise Duty, Sales Tax,F.E. Variation, Customs Duty etc.</p>
37	<p>Power to record measurement for works:</p> <p>a) Recording of measurements.</p>	<p>Sub Engineer or J.E. to be nominated by S.E.</p>		<p>1) Chief Engineer can nominate officers other than those mentioned in this clause for recording or checking of measurements due to exigency of work subject to report to the Executive Director.</p>

Sr. No	Nature of Powers	Authority	Limit	Remarks
b)	Percentage checks on measurements	<p>1) A.E. or Dy.E.E. in charge</p> <p>2) E.E. in charge of works.</p>	<p>Full Powers. (For works under ground or works not available for subsequent checks such as reinforcement in the concrete members, 100% check to be exercised. For works above ground & available for subsequent check, 50% check to be exercised).</p> <p>Full Powers. (10% check to be exercised both for works below ground and not available for subsequent checks as well as for works above ground & available for subsequent checks).</p>	<p>2) Before the R.A. Bill is passed, officers recording measurements and exercising checks shall certify on each R.A. Bill about having recorded / checked the measurements and that the work is as per specification.</p> <p>3) Officers exercising checks shall also indicate the measurements which they have checked.</p> <p>4) Officers exercising checks shall cover as many items as possible in their checks.</p> <p>5) Re-recording of all the measurements recorded in R.A. Bills is not necessary for the purpose of final bill. However, item wise quantities of measurements already recorded in the various R.A. Bills shall be brought forward in a consolidated form in the Measurement Book for the purpose of final bill.</p> <p>6) For the purpose of final bill percentage checks only in respect of measurements recorded in the final bill are necessary and no further checks on the measurements already recorded in the R.A. Bills are required.</p>




Sr. No	Nature of Powers	Authority	Limit	Remarks 
38	Advance payment to the contractor other than those mentioned under Serial No 10 & 17	1) Same authority who has accepted the tender but not below the rank of C.E. 2) Director (Finance) in consultation with Director (Operation)	Upto 10% of the value of work Full Powers.	While deciding the cases for advance, the following aspects should be taken into account. 1) Company's Way's & Means position 2) Improved deliveries, if any. 3) Any other specific advantage accruing to the Company. 4) Advance should be covered by suitable security preferably a Bank Guarantee and such advance should normally bear interest at 1% over and above the rate of interest on the Company's borrowing on cash credit from commercial banks from time to time. 5) Sanctioning authority may approve such other terms and conditions as may be deemed necessary in the overall interest of the Company.
39	a) Payment of bills for works contract: Running A/c.bill.	Ex.Engineer.	Full Powers	1) In case of lumpsum contract, payment may be made for units of works upto 90% of the assessed value of the completed works. 2) All R.A. bills irrespective of whether work orders have been placed by Head Office or Field Office are to be passed and paid by EE after audit upto any limit (by drawing more than one cheque if necessary) to the extent of the measurements taken and advance payment bill to the extent of value of work subject to the following provisions: i) EEs are authorised to make 75% of the payment as advance on the work done by the contractor which is assessed but not measured and recorded. The advance is to be adjusted immediately. ii) EEs are also authorised to make 75% of payment on the R.A. bills with measurement after adjustment of advances paid, if any, under (i) above and after adjustment of due recoveries. Such payment should be adjusted after auditing the R.A. bill.

Sr. No	Nature of Powers	Authority	Limit	Remarks 
40	b) Final Bills. Settlement of contractor's claim other than the extra items arising out of the works under execution and contingent to the contract.	1) E.E./S.E. 2) Dy.C.E./C.E. 1) SE in consultation with A.O. 2) Dy..CE in consultation with A.O./Dy.CAO 3) CE in consultation with Dy.CAO/Jt.CAO 4) Executive Director in consultation with Chief General Manager .(F&A) 5) Director (Operation) in consultation with Director (Finance)	Upto their limits of acceptance of tender Full Powers Rs.30,000/- Rs.50,000/- Rs. 2 lakh Rs.5 lakhs Rs. 10 lakhs	3) The bills relating to price variation shall be passed only after the approval of A.O of the Circle Office 1) These powers may be exercised by various authorities subject to satisfactory completion of work and settlement of any variation from the contract. 2) All final bills must be technically scrutinised and audited at division level. In addition, final bill for works with contract value of Rs. 10 lakhs or more shall be technically scrutinised and audited at circle level also. 1) A report shall be submitted to the C.E. by S.E. / Dy.C.E.. in respect of claims settled by them. 2) All the cases have to be audited by the head of the A/c. Section of the respective office in respect of claim settled upto & including the level of Chief Engineer.
41	Refund or forfeiture of Earnest Money	1) In case of tenders accepted by Executive Director and above : Chief Engineer 2) In other cases. Authority Competent to accept the tender.		

Sr. No	Nature of Powers	Authority	Limit	Remarks
42	<u>Refund of security deposit.</u> a) In respect of tenders accepted upto and including the level of Chief Engineer. b) In respect of tenders accepted by Executive Director & above.	Authority competent to accept the tender. CE in consultation with Dy.CAO/Jt.CAO.		Security Deposit shall normally be refunded in accordance with the terms of contract. However, the C.A.may refund the S.D. at its discretion at any stage after satisfactory execution of the work.
43	Hiring of equipment for works on each occasion. a) From Govt./Semi Govt. Deptt. b) From Private parties	1) Ex.Engineer in consultation with DA 2) Supdt.Engineer in consultation AO 3) Chief Engineer in consultation with Dy CAO / Jt CAO 1) Supdt.Engineer in consultation AO 2) Chief Engineer in consultation with Dy CAO / Jt CAO	Rs.50,000/- Rs 2 lakhs Rs. 5 lakhs Rs. 50,000/- Rs. 2 lakhs	1) It is to be ensured that the equipment is not readily available with the Company, at the place required in adequate number / quantities.. 2) In case of hiring equipments from private parties, the rate should not be higher than those charged by the Govt./Semi Govt. Deptt. 3) Whenever such hiring period exceeds one month, the Officer operating the equipment shall obtain the permission of the next higher authority.
44	Diversion of equipment/ materials ordered against the scheme for expeditious completion of other schemes and utilisation of the available equipment gainfully.	1) E.E./SE .Dy CE/CE & Executive Director within their jurisdiction 2) In all other cases Director (Operation.)		
45	Utilisation of the provision of contingencies in the sanctioned schemes.	1) Ex.Engineer in consultation with DA 2) Supdt.Engineer in consultation AO 3) Dy.Chief.Engineer. In consultation with AO / DyCAO 4) Chief Engineer in consultation with Dy CAO / Jt CAO 5) Executive Director in consultation with CGM(F&A)	Rs.50,000/- Rs. 2 lakh Rs. 5 lakh Rs.20 lakhs Rs. 100 lakhs	An estimates shall be prepared in each case and should be got approved from the Competent Authority within the powers delegated.

Sr. No	Nature of Powers	Authority	Limit	Remarks
46	Grant of compensation for tree etc. and /or grant of compensation of damages to standing crops while laying transmission lines, aerial rope way etc. on private property.	1) Ex.Engineer in consultation with DA 2) Supdt.Engineer in consultation AO 3) Chief Engineer in consultation with Dy CAO / Jt CAO 4) Executive Director in consultation with CGM(F&A)	Rs 20,000/- Rs 1,00,000/- Rs 5,00,000/- Rs 10,00,000/-	The amount should be worked out by conducting panchanama with the help of Revenue/ Grampanchayat authorities.
47	Sanction for acquisition/lease of land for administratively approved schemes. a) Through revenue Deptt./ CIDCO/ MIDC and other public sector undertakings/ Local bodies / Semi-Govt.Bodies / Autonomous Bodies etc. b) By Private negotiation	1) CE in consultation with Dy.CAO/Jt.CAO. 2) Executive Director in consultation with Chief General Manager(F&A). 1) CE in consultation with Dy.CAO/Jt.CAO. 2) Executive Director in consultation with Chief General Manager(F&A). 3) Director (Operations) in consultation Director (Finance)	Rs.5 lakhs Rs 10 lakhs Rs.1 lakh- Rs.5 lakhs Rs.10 lakhs	1) Payment to be made by EE on certificate of land acquisition Officer after approval of Competent Authority . EE to execute documents. 2) CE shall have full powers to process the land acquisition proposal through Revenue Deptt. on approval of plans by concerned Executive Director. Payment shall, however, be approved by the competent authority mentioned in this clause on demand by the Revenue Department. 3) In case of acquisition/lease before administrative approval, Executive Director in consultation with Chief General Manager (F&A) will have powers upto Rs.10 lakhs.


Sr. No	Nature of Powers	Authority	Limit	Remarks
48	Awarding of Annual contracts for the transportation, clearance of materials, loading and unloading and stacking thereof.	A) CPA 1) Ex.Engineer in consultation with Dy CAO 2) Supdt. Engineer in consultation with the Jt.CAO B) OTHER THAN CPA 1) Ex. Engineer in consultation with DA/AO 2) SE / Dy CE in consultation with AO. 3) CE in consultation with Dy.CAO/Jt.CAO.	Rs 10 lakhs Rs. 25 lakhs Rs 5 lakhs Rs.20 lakhs Rs. 25 lakhs	1) Tenders shall be invited through Public Advertisements. 2) In case fresh annual tender is not finalised the competent authority with the consent of the Transport Contractor may extend the annual contract in operation for a further period of 3 months, on the same terms and conditions of the original contract. The reasons for not finalising the tender should be recorded.
49	Awarding of casual contracts by inviting tenders for the transportation of materials, loading , unloading and stacking thereof.	1) Ex.Engineer in consultation with DA/AO 2) SE/Dy.CE in consultation with AO. 3) CE in consultation with Dy.CAO/Jt.CAO.	Rs. 1 lakh Rs. 5 lakhs Rs 10 lakhs	
50	Awarding of casual contracts by inviting limited quotations from transport agencies in the area.	A) CPA 1) Ex.Engr.in consultation with Dy CAO 2) Supdt.Engr. in consultation with Jt.CAO.	Rs.25,000/- Rs. 2 lakh	1) For casual contracts upto Rs.50,000/- Security Deposit need not be taken at the discretion of the competent authority. 2) For other than CPA, these powers are to be exercised in consultation with the highest officer of the Accounts Cadre attached to the respective Offices.

Sr. No	Nature of Powers	Authority	Limit	Remarks 
51	Awarding casual contracts on single quotation basis for the transportation of Company's material	B) OTHER THAN CPA 1) Dy.Ex.Engineer(St) 2) Ex.Engineer 3) Supdt.Engr. / Dy CE 4) Chief Engr. 5) Executive Director in consultation with Chief General Manager(F&A). 1) CE in consultation with Dy.CAO/Jt.CAO. 2) Ex.Director in consultation with Chief General Manager(F&A).	Rs.25,000/- Rs.50,000/- Rs. 2 lakh Rs. 5 lakh Rs 25 lakhs Rs. 2 lakh on each occasion Rs. 10 lakh on each occasion	3) SE / Dy.C.E. in CPA and C.E. in other offices should prepare a list of the approved transport agencies in their area and quotations shall be invited from the agencies from this list. 4) Reasonability of the rate shall be certified. Powers under this clause shall be exercised only for the transportation of large and heavy equipments requiring special lifting equipment.


MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

DELEGATION OF POWERS (w.e.f 01.08.2006)
(To be read with the conditions mentioned in preamble)


SECTION-III (CASH , IMPEREST ETC)

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
1	Grant of Imprests/Advances			
(A)	<u>Permanent Imprest</u> For day to day sundry expenses and petty payments including postage, telegrams and conveyance etc.	<u>HEAD OFFICE :</u> CGM(F&A)/ GM(F&A) / Jt.CAO./ Dy.CAO <u>FIELD OFFICE :</u> An Officer-in-charge of a Division, Circle or Zonal Office not below the rank of E.E i) To E.E or equivalent ii) To Dy.E.E./A.E. iii) To J.E. / Sub- Engineer / Head Cashier/ Stores Supdt., or equivalent iv) To Cashier/ LDC/ U.D.C. / Foreman, or equivalent	Rs. 10 lakhs Upto Rs.5000/-in each case. Upto Rs.3000/- in each case Upto Rs.2000/- in each case Upto Rs.1000/- in each case	 1 The Competent Authority before granting the advance shall satisfy himself that it is necessary to grant him a permanent advance in the interest of work. 2 Accounts of permanent imprest be submitted as frequently as may be necessary, even once or twice a week. However, it must invariably be submitted no sooner than 50% of the amount is spent .but in any case once in two months irrespective of the amount spent.
(B)	<u>Temporary Advance :</u> For payment of monthly salaries and wages	<u>HEAD OFFICE :</u> CGM (F&A) / GM (F&A) / Jt. C.A.O./ Dy. C.A.O. <u>FIELD OFFICE :</u> An Officer-in-Charge of Division, Circle or Zonal Office not below the rank of E.E.	To the Full extent of the amount actually payable To the Full extent of the amount actually payable	1 In the case of 1-B (i), the advance is not to be paid to a person below the rank of a Sub-Engineer or Asstt.Accountant except to the Cashier.

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS										
ii)	For payment of specific expenditure such as transport , packing and handling , casual labour and surveying, payment of Railway Freight & allied charges , (a place where Rly.Credit note facility has not been arranged) ceremonies, functions arranged as per rules, and also for petty purchases of urgent stationery articles and books, etc.	<p><u>HEAD OFFICE :</u> CGM(F&A) / GM(F&A) / Jt. C.A.O./ Dy. C.A.O.</p> <p><u>FIELD OFFICE :</u> An Officer-in-charge of Division, Circle or Zonal Office not below the rank of E.E.</p>	<p>To the full extent of the amount actually payable, or if that amount is not known, to the extent of the estimated amount.</p> <p>To the full extent of the amount actually payable, or if that amount is not known, to the extent of the estimated amount.</p>	<p>2 The following further limits should also be observed in case of I B(ii)</p> <table border="0"> <tr> <td style="text-align: left;">Designation of employee</td> <td style="text-align: right;">Maximum limits of Advance.</td> </tr> <tr> <td>i) L.D.C.</td> <td style="text-align: right;">Upto Rs.1000/-</td> </tr> <tr> <td>ii) Stores-Keeper/ Sub-Engr/ A.A./UDC or equivalent</td> <td style="text-align: right;">Upto Rs.5000/-</td> </tr> <tr> <td>iii) Jr. Engr./ A.E./Div. Acctt./ or equivalent</td> <td style="text-align: right;">Upto Rs.10000/-</td> </tr> <tr> <td>iv) Dy.E.E. or equivalent</td> <td style="text-align: right;">Upto Rs.15000/-</td> </tr> </table> <p>3 The accounts of all temporary advances should be submitted to the sanctioning authority within 3 days after the amount is spent.</p> <p>4 Not more than two consecutive advances should be allowed to remain outstanding against any person, i.e. the third advance should not be paid unless the account of the first of the earlier of the two advances has been submitted .</p>	Designation of employee	Maximum limits of Advance.	i) L.D.C.	Upto Rs.1000/-	ii) Stores-Keeper/ Sub-Engr/ A.A./UDC or equivalent	Upto Rs.5000/-	iii) Jr. Engr./ A.E./Div. Acctt./ or equivalent	Upto Rs.10000/-	iv) Dy.E.E. or equivalent	Upto Rs.15000/-
Designation of employee	Maximum limits of Advance.													
i) L.D.C.	Upto Rs.1000/-													
ii) Stores-Keeper/ Sub-Engr/ A.A./UDC or equivalent	Upto Rs.5000/-													
iii) Jr. Engr./ A.E./Div. Acctt./ or equivalent	Upto Rs.10000/-													
iv) Dy.E.E. or equivalent	Upto Rs.15000/-													

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
				 <p>5 In relaxation of the condition specified in Note-4 above, the C.G.M.(F&A). in the H.O. may grant two more advances to a person for reasons to be recorded in writing</p> <p>6 If the submission of the account of advances is overdue beyond seven days, written explanation of the holder of advance should be obtained and further action shall be taken.</p>
2	Operation of the Safe Deposit Account	Jointly by any two of the following :- CGM(F&A) / GM(F&A) / Jt. C.A.O./ Dy. C.A.O.	Upto any amount	
3	Powers to purchase, endorse, transfer, sell or otherwise dealing with Government Securities including investment with Banks.	<u>HEAD OFFICE</u> i) Jt. C.A.O. ii) CGM (F&A)/GM(F&A) iii) Director (Finance) .	Upto and inclusive of Rs 50 lakhs Upto and inclusive of Rs 1 crore Above Rs.1 crore	
4	Entrusting Revenue collection work to the branches of Banks	Director(Finance)		Provided the terms of the branches are the same as those for similar work being done at other places by the main office.
5	Maximum amounts of Cash (excluding drafts and cheques) to be kept in H.O., Zonal Office, Circle Office, and Divisions	During the period of 7 days from the 1st day of payment of monthly salary.	During the rest of month	
(i)	<u>HEAD OFFICE :</u>	Rs. 1 lakh	Rs.50,000/-	1 In special cases the Director(Finance) is authorised to fix or vary the limit.

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
6	(ii) <u>FIELD OFFICE :</u> Circle Office/ Divisional Office / Major Stores Condonation of the retention of cash in excess of permissible limits.	Rs. 50,000/- i) <u>HEAD OFFICE</u> CGM(F&A) / GM(F&A) / Jt. C.A.O./ Dy. C.A.O. ii) <u>FIELD OFFICE :</u> a) Circle Offices C.E b) All Divisional Offices or other units.S.E. controlling the Division /concerned unit.	Rs. 25,000/-	2 S.Es in Circles, and Executive Engineers in Divisions are authorised to permit for reasons to be recorded in writing, the holding of cash, not exceeding double the prescribed normal limits, due to exigencies of work.
7	Condonation of irregularities in remittance of Cash Collected.	i) <u>HEAD OFFICE</u> C.G.M.(F&A) / G.M (F&A) ii) <u>FIELD OFFICE</u> a) Circle Office. C.E b) Other field offices S.E. of the circle concerned		
8	Permitting or condoning payments made without preaudit in exceptional cases.	CGM(F&A) / GM(F&A) / Jt. C.A.O./ Dy. C.A.O.		If in special circumstances payments have been made without pre-audit, such payments should be got post-audited at the earliest and a register should be maintained of all such cases indicating briefly the circumstances and the date of post audit.

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
9	Permitting payments despite audit objection	Ex.Engineer.		 <p>If in respect of any payments or transaction, the Divisional Accountant or Officer in-Charge of Accounts of the unit opines that the payment is not justified, he should record his opinion with reasons and bring it to the notice of the incharge of the unit. If his objection is overruled by the latter, he should record his objection in a register and submit the same to the Officer in-charge of the unit and the latter will record in the register, his reasons for over ruling the objection. Divisional Accountant or Officer in-charge of the Accounts of the unit shall report, in detail, every such instance to the C.G.M.(Audit). The register shall be in the custody of the Divisional Accountant or Officer-in-charge of the Accounts of the Unit and shall be available for inspection by the C.G.M. (Audit) / S.E. or by any officer deputed by either of them.</p>
10	Signing of Money Receipts	<u>HEAD OFFICE :</u> a) A.O / Dy CAO b) Divisional Accountant / Head Cashier c) Cashier <u>FIELD OFFICE :</u> a) Dy E.E / A.O b) A.E. / Divn Accountant	Without limit Upto Rs.5,00,000/- Upto Rs.1,00,000/- Without limit Upto Rs.1 lakh	<p>In case petty amounts other than L.T. bill amounts are received in offices other than a Divisional Office, the Office-in-Charge of such office who is authorised to sign receipts may authorise Upper Division Clerk or if there be no U.D.C. a Lower Division Clerk, or other employee in that grade, to sign in his absence, receipts for amounts other than L.T.Bills upto Rs.25,000/- only.</p>

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
11	Authorising payments of penalty or interest charges on account of late payment of dues by the Company	<p>c) Assistant Accountant / J.E / Cashier in Division Office, CircleOffice /Officer-in-charge or Supervisors or U.D.Cs. incharge of Cash Collection Centres for energy bills (L.T. Bills only)/ Sub Engr incharge of collection centre in respect of bills (other than L.T. Bills)</p> <p>d) Bill Collectors/Assistant Cashier (for L.T. Bills only)/ Supervisors incharge of collection of bills other than L.T. bills.</p> <p><u>HEAD OFFICE :</u></p> <p>GM (F&A) C G M (F & A) Executive Directors.</p> <p>Director (Finance) in consultation with Director (Operation) / Director (HR)</p> <p><u>FIELD OFFICE :</u> C.E. S.E. / Dy C.E E.E.</p>	<p>Upto Rs. 50,000/-</p> <p>Upto Rs.25,000/-</p> <p>Upto Rs.2,000/- Upto Rs. 5,000/- Upto Rs. 25,000/-</p> <p>Upto Rs.50,000/-</p> <p>Upto Rs.5,000/- Upto Rs.2,000/- Upto Rs. 500/-</p>	
12	Condonation of procedural or other irregularities after satisfying that such irregularities occurred in the course of the action taken in the interest of work and that they did not involve additional liabilities to the Company.	Heads of the Department		

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
13	Withdrawal & signing cheques.	i) A.O / Dy EE or A.E in a Divn Office (Singly) ii) Officer in-charge of a Divn or Major Stores or EE in a Circle or zonal Office iii) Office in-charge of a Circle Office iv) Dy CAO in Head Office or in Field v a) Jt CAO in Head Office b) Jt CAO in Field Office vi) GM (F & A) in Head Office vii) CGM (F & A) viii) Officer in-charge of Divn or Major Stores or EE in Circle Office jointly with AO in Circle Office or Major Stores or DA in Divn Office ix) Officer in-charge of Circle Office jointly with AO in Circle Office x) Jt CAO (SB) with Dy CAO in Head Office xi) Jt CAO (WM) jointly with Dy CAO or AO in WM Section xii) GM(F&A) with Jt CAO or Dy CAO in SB Section in Head Office	Rs 1 lakh Rs 2 lakh Rs 10 lakh Rs 10 lakh Rs 20 lakh Rs 10 lakh Rs 50 lakh Rs 2 crores Rs 10 lakh Rs 20 lakh Rs 1 crore Rs 2 crore Rs 2 crore	xi) Jt CAO (SB) with Dy CAO in Head Office

SR. NO	NATURE OF POWER	AUTHORITY	LIMIT	REMARKS
14	Approval for opening the operative and non-operative accounts in respect of a newly established office	xiii) CGM (F& A) jointly with GM(F&A) or Jt CAO or Dy CAO in Head Office xiv) Director(Finance) / Director (Operations) / Director(HR) jointly with CGM (F& A) or GM(F&A) or Jt CAO or Dy CAO Director(Finance)	Rs 25 crore without any limit	
15 (A)	To open a operative account with the local branch of an approved Bank in existing Offices	CGM (F&A)		
(B)	To open a Non operative account for crediting of revenue & other collection/receipts in existing Offices	Zonal Chief Engineer		Before opening of non-operative account JT CAO(WM) shall be consulted.

DELEGATION OF POWERS (w.e.f 01.08.2006)
(To be read with the conditions mentioned in preamble)

SECTION-IV (MISCELLANEOUS MATTERS)

SR. NO	Nature of Power	Authority	Limit	Remarks
1	<p><u>Insurance</u></p> <p>A) Of Stores and Plant and Equipment</p> <p>i) during transit.</p> <p>ii) during erection and commissioning.</p> <p>iii) During removal of Plant & equipment for reuse/repairs</p> <p>B) Of vehicles</p> <p>C) In other cases including insurance of personnel.</p>	<p>Ex.Engineer & above</p> <p>Officer-in-charge of vehicles.</p> <p>Dy.C.A.O/ JT.C.A.O. / Supdt.Engineer / System Analyst</p>		<p>1) Vehicles in Mumbai City to be insured against comprehensive risk. Vehicles in field offices to be insured against third party risk only.</p>
2	<p>(A) Fixing Advertisement rates and revision / inclusion / deletion of the news papers in the approved list.</p> <p>(B) Incurring expenditure on postage, telegrams, courier, revenue stamps, Fax, E-Mail and advertisements.</p>	<p>Director (HR) in consultation with the Director(F)</p> <p><u>HEAD OFFICE</u> Officer concerned not below the rankof E.O./S.E.</p> <p><u>FIELD OFFICE</u> Officer concerned not below the rank of E.E</p>	<p>In accordance with the guidelines decided by the Company and as per norms adopted by the Company</p>	<p>Director (HR) in consultation with the Director(F) shall be the Competent Authority to revise the rates of classified advertisements every year.</p> <p>1) Authority competent to approve issue of advertisement to newspapers shall be competent to issue advertisements to news papers which are not included in the approved list only in respect of advertisements which are of purely local nature and required to be published in local newspapers as no local newspaper is included in the approved list.</p> <p>2) Director (HR) shall be competent to waive any of the conditions prescribed for issue of advertisement.</p>



SR. NO	Nature of Power	Authority	Limit	Remarks
3	Payment of statutory duties such as motor vehicles tax, octroi duty, N.A.Tax , Municipal Tax, etc.	<u>HEAD OFFICE:</u> Head of Deptt. Concerned <u>FIELD OFFICE</u> Officer concerned not below the rank of Pay Gr.I for their respective offices/ Sub-Dns/ Stores		
4	Sanctioning of clothing for employees as per standards laid down by the Company	<u>HEAD OFFICE</u> Chief General Manager (P) <u>FIELD OFFICES</u> In charge of office not below the rank of pay Gr.I for the Circle Offices /Dn. Office/Major Stores.		
5	Payment of deposit to outside parties for tools/ plants /equipments/ Office Equipment (whenever it is required on hire).	<u>HEAD OFFICE</u> Head of Deptt.concerned in consultation with Chief General Manager (F&A) Director (Operation)/ Director (HR) in consultation with Director (Finance) or Director (Finance) in consultation with Director (Operation) <u>FIELD OFFICES</u> Officer concerned not below the rank of E.E. in consultation with DA/AO C.E in consultation with Dy CAO	Rs.25,000/- Above Rs.25,000/- Rs.10,000/- Rs. 25,000/-	



SR. NO	Nature of Power	Authority	Limit	Remarks
6	Library and other books, subscription to news papers and periodicals.(including copies of Acts, Rules etc.)	<u>HEAD OFFICE</u> Director (Operation)/ Director (Finance)/ Director (HR)/ Executive Director Head of Deptt./Chief Legal Advisor Officer of the rank of Dy CE / SE Officer of the rank of Jt.C.A.O./ Dy.C.A.O. / E.O. and above. <u>FIELD OFFICES</u> Officer concerned not below the rank of S.E. Officer concerned not below the rank of E.E. in charge of Dn./ Stores not below the rank of E.E. in charge of Dn./ Stores	<u>Annual limit</u> Rs 50,000/- Rs 15,000/- Rs 7,500/- Rs.3000/- Rs.7500/- i) Rs.1000/- for purchase of Acts, rules and other reference books only ii) Rs.1500/- per Sub-Dn. (unit) including his own office for newspapers only.	
7	Incurring petty office expenses and contingencies including sundry purchases.	<u>HEAD OFFICE</u> Director (Operation) / Director (Finance) / Director(HR) Head of Department Officer concerned not below the rank of S.E. Jt.C.A.O../ E.O. & equivalent Dy. CAO/EE and equivalent.	Upto Rs. 20,000/- at time Upto Rs.10,000/- at a time Rs. 2000/- at a time. Rs.500/- at a time. Rs.250/- at a time.	



SR. NO	Nature of Power	Authority	Limit	Remarks
8	Entertainment in connection with visits of VIPs, important suppliers, Senior Govt. or Govt. Undertaking Officers etc. and for conferences and meeting	<p><u>FIELD OFFICE :</u></p> <p>i) Chief Engineer ii) Officer concerned not below the rank of S.E. iii) Executive Engineer in-charge of the Division iv) Other Officers not below the rank of E.E v) Officer not below the rank of A.O./APO/ S.D.O</p> <p>(A) Director (Finance) / Director (Operation) / Director(HR) as the case may be before their respective Wings.</p> <p>(B) Executive Director concerned</p> <p>(C) Head of Departments/C.E. in H.O.and Field Offices.</p> <p>(D) Officer concerned not below the rank of S.E./E.O./C.I.R.O. and equivalent.</p> <p>(E) E.E./Dy.CAO and equivalent Officers and Incharge of Stores</p> <p>(F) AE / Dy.EE in-charge of Sub Dn.</p>	<p>Rs.10,000/- at a time Rs. 2000/- at a time Rs. 500/- at a time Rs. 250/- at a time Rs.200/- at a time.</p> <p>Upto Rs 1 lakh on each occasion</p> <p>Upto Rs.20,000/- on each occasion.</p> <p>Upto Rs.10,000/- on each occasion.</p> <p>Tea, Coffee & light refreshments with annual limit upto Rs 10,000/-</p> <p>Tea, Coffee & light refreshments with annual limit upto Rs 2,000/-</p> <p>Tea, Coffee & light refreshments with annual limit upto Rs 1,000/-</p>	



SR. NO	Nature of Power	Authority	Limit	Remarks
9	Expenditure on ceremonial functions and sports.	Director (Operation)/ Director (Finance)/ Director (HR) Head of Department	Rs.1,00,000/- on each occasion. Rs.2,000/- on each occasion.	Ceremonial function means business related function of the company.
10	A) Expenditure on participation in exhibitions sponsored by State or Central Government.	Director (Operation)/ Director (Finance)/ Director (HR)	Rs.20,000/- on each occasion.	
	B) Expenditure on participation in exhibitions, fairs etc.sponsored by Private agencies.	Director(Operation) in consultation with Director (Finance).	Powers to incur expenditure upto Rs.25,000/-	
11	To sanction Water Cooler/Water purifier etc. for office	Head of Department		
12	To incur expenditure on providing & serving drinking water provision for air cooler,tattis and watering thereof during hot weather.	Officer concerned not below the rank of C.E./ S.E./E.E. for the areas under their jurisdiction.		
13	Providing Staff vehicles for distinguished visitors or when requested by Govt. Deptt. for use of any distinguished visitors or any special officer.	Officer in charge of vehicle not below the rank of E.E.		i) A log book should be maintained. i) In case of Govt. Deptt. charges shall be levied as per the Schedule. ii) In case, no charges are to be levied, approval of the next higher authority to be obtained.



SR. NO	Nature of Power	Authority	Limit	Remarks
14	<p>Taking on rent Store houses, Offices, garages, Workshop etc.</p> <p>(A) Payment of advance rent/deposit wherever involved.</p> <p>(B) Payment of brokerage, wherever involved.</p>	<p>Director(Operation) / Director (HR) concerned in consultation with Director (Finance).</p> <p>Executive Director in consultation with Chief General Manager (F&A)</p> <p>Chief Engr. in consultation with Zonal Dy.CAO/Jt.CAO.</p> <p>Officer not below the rank of S.E.in consultation with the Zonal Dy.CAO/A.O</p> <p>Officer concerned not below the rank of E.E. in consultation with DA/AO</p> <p>Director (Finance)</p> <p>FIELD OFFICE</p> <p>Officer concerned not below the rank of E.E.</p> <p>Director (Finance)</p>	<p>Upto Rs.Rs.2,00,000/-per month.</p> <p>Upto Rs.50,000/-per month.</p> <p>Upto Rs.10,000/- per month.</p> <p>Upto Rs.5,000/- per month.</p> <p>Upto Rs. 1000/- per month</p> <p>Full Powers</p> <p>Maximum amount for equivalent to 3 months rent.</p> <p>Equivalent to 2 months rent</p>	<p>1) The cases for hiring residential accomodation should be decided in terms of powers delegated under as amended from time to time.</p> <p>2) The above limits prescribed for hiring of office accomodation etc.are inclusive of, incidence of all taxes,duties cess etc. as may be applicable to the place</p> <p>3) The cases of enhancement of rent after the expiry of original lease period should also be decided by the concerned officers who have been delegated powers for hiring of accomodation.</p> <p>4) In case the premises are required by field officers specified herein for their own offices, the sanction of next higher authority should be obtained.</p> <p>5) If the Accounts Official of the appropriate rank is not available at Zonal Office, the proposal may be sent to the concerned officers of the Finance Section in H.O. for consultation.</p>



SR. NO	Nature of Power	Authority	Limit	Remarks
15	To make advance payment to any Govt./ Semi. Govt.Private Party or local body in the interest of Company's work.	Director(Finance)		
16	Service & repairs of machines, electric fans,wall clocks, and any other office equipment and hiring of typewriters/ office equipments/ furnitures etc.(excluding computers)	<u>HEAD OFFICE</u> Officer of the rank of A.P.O./A.O. and above nominated by the Head of Department. <u>FIELD OFFICE</u> Officer in charge of the unit not below the rank of E.E.		
17	Repairs and Maintenance to Motor Vehicle,Purchase of spareparts, batteries etc.	Officer-in-charge of vehicles not below the rank of E.E.	Upto the limit specified at Statement 'A' enclosed	
18	To award annual or casual contract for hiring vehicles for the transport of Company's materials, loading, unloading and stacking thereof.			
A)	Annual contracts.	<u>HEAD OFFICE :</u> Ex.Engineer(Stores) in consultation with AO		1) Tenders shall invariably be called by advertisement.




SR. NO	Nature of Power	Authority	Limit	Remarks
18 B)	Casual contracts without calling tenders , but by obtaining quotations from at least two or more parties	<p><u>FIELD OFFICE :</u></p> <p>1) Ex. Engineer in consultation with DA</p> <p>2) Ex.Engineer (Major Store) in consultation with AO</p> <p>3) Supdt.Engineer. in consultation with AO</p> <p><u>HEAD OFFICE :</u></p> <p>Ex..Engineer.(St) in consultation with AO</p> <p>S.E.(Stores) in consultation with DyCAO</p> <p>C.E. (Stores) in consultation with JtCAO</p> <p>Executive Director in consultation with Chief General Manager(F&A)</p> <p><u>FIELD OFFICE :</u></p> <p>1) Ex.Engr. in consultation with DA</p> <p>2) E.E(St) ./Dy.Ex.Engr.. Incharge of Major Stores/ S.E. in consultation with AO</p> <p>3) Chief Engineer in consultation with Dy CAO</p> <p>4) Executive Director in consultation with Chief General Manager (F&A)</p>	<p>Up to Rs.20,000/- per year for all units under the control of Division.</p> <p>Upto Rs. 1,00,000/- per year</p> <p>Up to Rs.50,000/- per year in respect of each Division.</p> <p>Rs10,000/-</p> <p>Rs.20,000/-</p> <p>Rs.1,00,000/-</p> <p>Rs, 5,00,000/-</p> <p>Rs. 10,000/-</p> <p>Rs.20,000/-</p> <p>Rs.1,00,000/-</p> <p>Rs, 5,00,000/-</p>	<p>2) C.A. may extend the annual contract for a further period of 3 months with the consent of transport contractors in case fresh annual contract is not finalised in time. The reasons for not finalising fresh annual contract should be recorded.</p> <p>1) Where only one quotaion is received the Officer concerned shall satisfy himself that the rates charged are not in excess of normal rates for the similar works.</p> <p>2) Earnest Money, Security Deposit and Penalty need not be insisted upon in respect of casual contracts at the discretion of the Officer-in-charge.</p>




SR. NO	Nature of Power	Authority	Limit	Remarks
18 C)	Casual contract on single quotation basis.	E.E./Dy.E.E. Incharge of Major Stores/ S.E. in consultation with AO	Rs.20,000/-	Powers under this sub-items shall be invariably exercised for transporting large and heavy equipment like large transformers etc. requiring special lifting equipment etc.
19	Use of Seal	<u>HEAD OFFICE :</u> Officers competent to execute agreement deeds or instruments.		The Seal and the relevant Register shall be in the custody of Company Secretary
20	Fixing of sale price of Publications of the Company	Head of Department / Chief Engineer		
21	Levy of fees for furnishing information regarding receipt issued for payment made or any other similar information required by contractors in respect of the past years.	<u>HEAD OFFICE</u> Chief General Manager (F&A)/GM(F&A). at his discretion. <u>FIELD OFFICE</u> Accounts Officers		
22	To award half yearly contract for hire of labour only on item rate basis separately for 3 functions viz Loading / Unloading and Stacking / arranging	<u>HEAD OFFICE</u> C.E.(Stores) <u>FIELD OFFICE</u> E.E. (Stores) at Major Stores	Rs.10,000/- per year	1) No tender condition regarding minimum charges will be accepted while awarding the contract. The contract will cease to operate after expiry of 6 months period. 2) Quotations on limited inquiry basis will be invited and if only one quotation is received, the approval of next higher authority will invariably be obtained.



SR. NO	Nature of Power	Authority	Limit	Remarks
23	To appoint professionals for specialised work and to fix up and sanction their fees / expenses.	Director (Finance) / Director (Operation) / Director (HR) as the case may be	Rs 100 lakhs	 <p>3) This delegation of power is independent of and apart from any provision of engaging departmental labour as in case of annual physical verification work.</p> <p>4) Earnest Money need not be insisted upon but for waiver of conditions of Security Deposit and liquidated damages approval of next higher authority will invariably be obtained.</p>
24	To hire taxi or any other vehicle for (a) movement of Officers for Supervision/official work, (b) movement of staff for attending consumer complaints, (c) other activities in the interest of Company's work provided Company's vehicle is not allotted for official use or where it is allotted for official use it cannot be used for any reason such as being out of order under repairs or non-availability of driver or any other reason, and (d) for meeting emergent requirement.	<p>1) Head of the Deptt. in H.O.</p> <p>2) Zonal & Other Chief Engineer in field</p>		<p>The delegation of powers is subject to the conditions that the officer hiring taxi/vehicle shall -</p> <p>i) record the specific reason for hiring.</p> <p>ii) ensure that the expenditure on hiring is in the interest of Company work.</p> <p>iii) follow the procedure for awarding casual contract.</p> <p>iv) satisfy that the charges are reasonable in relation to the quality of the service rendered, and</p> <p>v) maintain separate proper account of expenditure incurred on hire charges</p>

SR. NO	Nature of Power	Authority	Limit	Remarks
25	Authorise and make payment of Penalty and or Interest Charges imposed on Company or any of the Company's Officer by any Court judicial Magistrate, State or any other statutory authority on account of non-compliance with the statutory provision or violation of any law, provided the competent authority is satisfied that the officer concerned was not personally responsible for the offence / criminal breach or non-compliance etc.	Director (Finance) in consultation with Director (HR)/Director (Operation) Head of the Deptt.	Upto Rs.50,000/- Upto Rs.5000/-	
26	A) Writing off of Bad Debts & Losses Loss due to Natural Calamities	S.E in consultation with AO C.E / HOD in consultation with Dy CAO/ Jt CAO respectively Executive Director in consultation with CGM (F&A) Director(Operations) in consultation with Director(Finance) Director(Finance) in consultation with Director(Operation)	Upto Rs. 25,000/- Upto Rs. 50,000/- Upto Rs. 1,00,000/- Upto Rs. 2,00,000/- Upto Rs. 2,00,000/-	
	B) Loss due to reasons other than Natural Calamities	E.E in consultation with D.A S.E in consultation with Accounts Officer C.E / HOD in consultation with Dy Chief Accounts Officer E.D in consultation with CGM (F&A) Director(Operations) in consultation with Director(Finance) Director(Finance) in consultation with Director(Operation)	Rs. 500/- * Rs. 2,000/- Rs. 10,000/- Rs. 25,000/- Rs. 50,000/- Rs. 50,000/-	* E.E. shall exercise these powers in respect of arrears of consumers for energy bills only.

STATEMENT 'A' (SECTION - IV - MISCELLANEOUS MATTERS)

Sr. No.	Km.Limit		Expenditure limits in Rs.			
	From	To	Light Vehicle	Medium	Heavy Vehicle	
1	0	30,000	5,500/-	7,500/-	9,500/-	1) The prescribed limits do not include (a) Cost of Fuel i.e.petro, diesel (b) Cost of lubricants such as engine oil, break oil, (c) Statutory Charges like Vehicle tax, insurance, inspection fees, (d) Cost of vulcanising tyres and tubes, (e) Cost of retreading / remoulding of tyres and tubes (f) Purchase of tyres & tubes and (g) Servicing / replacement of batteries. 2) For carrying outrepairs/ maintenance of vehicles of the Company, instructions as under,may be followed.
2	30,001	60,000	7,500/-	10,500/-	13,000/-	
3	60,001	90,000	24,500/-	26,000/-	28,000/-	
4	90,001	1,20,000	7,500/-	14,000/-	20,500/-	
5	1,20,001	1,50,000	7,500/-	32,000/-	56,500/-	
6	1,50,001	1,80,000	24,500/-	17,000/-	9,500/-	
7	1,80,001	2,10,000	7,500/-	9,500/-	11,500/-	
8	2,10,001	2,40,000	7,500/-	10,500/-	13,000/-	
9	2,40,001	2,70,000	28,000/-	21,500/-	15,000/-	
10	2,70,001	3,00,000	7,500/-	32,000/-	56,500/-	
11	3,00,001	3,30,000	7,500/-	9,500/-	11,500/-	

Minor day to day repair works should be attended by vehicles Service Centres at various Centres in the field.

- 3 a) 3.a) Each Divisional office should maintain a list of approved garages, not less than 4 in numbers. The list of garages shall be approved by the Superintending Engineer incharge of the O&M Circle, in whose territorial jurisdiction the Division is located.
- b) Repairs costing more than Rs.500/- may be entrusted to any of the approved garages after obtaining estimates.
- c) Repairs costing less than Rs.500/- may be carried out from any convenient workshop without insisting on quotation.
- d) Sub-Divisional Officers to incur expenditure not exceeding Rs.500/- at a time on repairs to vehicles subject to a slab ceiling of half the amount prescribed above, and subject to other terms and conditions specified.
- 4) Unspent balance from the amount prescribed herein from any kilometers slab. if any, shall be allowed to be carried forward in subsequent kms. Slab.
- 5) The expenditure incurred on repairs/maintenance of vehicles in Vehicle Service Centres, shall be debited to the prescribed limits for the kms.slab. However, in case the expenditure exceeds the balance available in those limits, the extra expenditure over and above the balance available in the kms. slab, shall be deemed to have been sanctioned and no further sanction for these additional expenditure could be necessary.
- 6) Subject to provisions of above clause, the Director (Finance) in consultation with the Director (Operation) and the Director (HR) shall have full powers, without limit to authorise additional expenditure for repairs /maintenance of Company's vehicles.

STATEMENT 'A'

Sr. No.	Km.Limit		Expenditure limits in Rs.			
	From	To	Light Vehicle	Medium	Heavy Vehicle	
20 contd..						
1	0	30,000	3,750/-	5,000/-	6,250/-	2. For carrying outrepairs/ maintenance of vehicles of the Board, instructions as under, may be follows.
2	30,001	60,000	5,000/-	6,875/-	8,750/-	
3	60,001	90,000	16,250/-	17,500/-	18,750/-	
4	90,001	1,20,000	5,000/-	9,375/-	13,750/-	
5	1,20,001	1,50,000	5,000/-	21,250/-	37,750/-	
6	1,50,001	1,80,000	16,250/-	11,250/-	6,250/-	
7	1,80,001	2,10,000	5,000/-	6,250/-	7,500/-	
8	2,10,001	2,40,000	5,000/-	6,875/-	8,750/-	
9	2,40,001	2,70,000	18,750/-	14,375/-	10,000/-	
10	27,001	3,00,000	5,000/-	21,250/-	37,750/-	
11	3,00,001	3,30,000	5,000/-	6,250/-	7,500/-	
						<p>b) Minor day to day repair works should be attended by vehicles Service Centres at various Centres in the field.</p> <p>3.a) Each Divisional office should maintain a list of approved garages, not less than 4 in numbers. The list of garages shall be approved by the Dy.Chief Engineer / Superintending Engineer incharge of the O&M Circle, in whose territorial jurisdiction the Division is located.</p> <p>b) Repairs coating more than Rs.500/- may be entrusted to any of the approved garages after obtaining estimates.</p> <p>c) Repairs coating less than Rs.500/- may be carried out from any convenient workshop without insisting on quotation.</p>
						<p>d) Sub-Divisional Officers to incur expenditure not exceeding Rs.500/- at a time on repairs to vehicles subject to a slab ceiling of half the amount prescribed above, and subject to other terms and conditions specified.</p> <p>4 Unspent balance from the amount prescribed herein from any kilometers slab. If any, shall be allowed to be carried forward in subsequent kms. Slab.</p> <p>5 The expenditure incurred on repairs/maintenance of vehicles. Vehicle Service Centres, shall be debited to the prescribed limits for the kms.slab. However, in case the expenditure exceeds the balance available in those limits, the extra expenditure over and above the balance available in the kms. slab, shall be deemed to have been sanctioned and no further sanction for these additional expenditure could be necessary.</p> <p>6 Subject to provisions of above clause, the Accounts Member in consultation with the Technical Member and the Member (Admn.) /Secretary shall have full powers, without limit to authorise additional expenditure for repairs /maintenance of Board's vehicles.</p>
20 Contd..						
EXPENDITURE						
LIMIT FOR						
MOTOR CYCLE/						
SCOOTER						
	Sr. No.	Year of Operation	Expenditure limits for Motor Cycle/ Scooter			1. Limits proposed are to be exercised by Officer-in-charge not below the rank of Executive Engineer.
	1	1st year	Rs.150			2. Dy.Chief Engineer/Secy./ Supdt.Engr. May authorise further repairs in excess of these limits upto Rs.200/- per vehicle/year.
	2	2nd year	Rs.250			
	3	3rd year	Rs.1000			
	4	4th year	Rs.200			
	5	5th year	Rs.200			
	6	6th year	Rs.1000			
	7	7th year	Rs.200			
	8	8th year	Rs.200			
	9	9th year	Rs.300			
	10	10th year	Rs.300			
						<p>3. Chief Engr. May authorise further repairs upto Rs.400/- per vehicle/year</p>
						<p>4. Chairman will have full powers to authorise repairs without limit.</p> <p>5. Prescribed limits do not include the cost of petrol and lubricants and also statutory charges like vehicle tax, insurance, inspection fees, tyres, tubes etc.</p> <p>6. At places where the Board has its own repair/service facilities, they should be used to extent possible.</p> <p>7. Each Divisional office should maintain a list of approved garages not less than four numbers.</p> <p>8. Repairs coating Rs.40/- may be entrusted to any one of the approved garages after obtaining estimates.</p>

Running of the Boards Motor Vehicle Workshop for repair of vehicles and implementation vehicles maintenance system (C.S. No.45 of 29.7.75)	Automobile Engineer, now upgraded and redesignated as controller of vehicle as per O.O. No.GAD/E.VII/SIF/HO/A/247/10999 March, 1976	Administrative and Financial powers are as delegated to the Supdt.Engineer. In the field vide G.O.2 to the extent necessary for running of the Board's Motor Vehicle Workshop for repairs of vehicle & implementation of vehicle maintenance system.	
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a) Major works as mentioned below, may be carried out at the Central Vehicle workshop, Pune:-

- i) Complete overhauling of engine gear box etc.
- ii) Complete body building.
- iii) Major repairs of the vehicle involved in accident.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED


DELEGATION OF POWERS (w.e.f. 01.08.2006)

(To be read with the conditions mentioned in preamble)




SECTION-V (LEGAL MATTERS)

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1	Administrative sanction to institute proceedings on behalf of the Company or to defend such proceedings against the Company in the Court of Law viz. Civil, Labour, Revenue Courts, Tribunals, Liquidators, Receiver, Arbitrator, Tax Authorities or any other judicial or quasi judicial Authorities etc.	a) Officer concerned not below the rank of E.E b) Officer concerned not below the rank of S.E. in consultation with Law Officer of Zone/Region. c) Head of Department including C.E. in the field in with Law Officer of Zone / Region d) Director (Operations) / Director (Finance)/ Director (HR) in consultation with Chief Legal Advisor	a) In a proceeding involving claims upto Rs. 2 lakhs b) In a proceeding involving claims upto Rs. 5 lakhs c) In a proceeding involving claims upto Rs. 10 lakhs d) In a proceeding involving claims upto Rs. 50 lakhs	1) Provided that the competent authority shall consult next higher authority before initiating any action against Railway administration/local bodies. 2) Further provided that cases other than specified above against Govt. Corporation, the approval of M.D. shall be obtained.

Sr. No.	Nature of Powers	Authority	Limit	Remarks 
2	Powers to consult / obtain opinion or engage or appoint Pleader / Advocate / Counsel / Arbitrator or Consultant as as the case may be and to sanction their fees and out of pocket expenses and sanction advances towards part payment of fees and expenses as and when if necessitated.	Officer-In-Charge of Division / Circle / Stores / Zone	To engage Govt. Pleader or Advocate or any other pleader or Advocate other than Govt. Pleader on scale of fees as mentioned in Annexure-I or as agreed upon in special circumstances in respect of important matters. Provided that where a Panel of advocates is formulated by Law Officer of the Zone/Region, cases be entrusted to the advocate on panel only.	<p>1) All legal matters shall be handled by Company's Solicitors appointed by the Company in Mumbai, Nagpur & Aurangabad except matters otherwise provided herein. The reference to solicitors will be made by Departmental Heads in consultation with the Chief Legal Advisor / Law Officer. The fees of Solicitors shall be on the basis of the approval by the Competent Authority.</p> <p>2) Matters in Small Causes Court, City Civil Court, Motor accident claims, Tribunal, Liquidators, Arbitrator or judicial or quasi judicial authorities will be referred similarly to reliable and competent Advocate/ Counsel/Arbitrator etc. as the case may be by the concerned departmental heads in consultation with Chief Legal Advisor/Law Officer. (The fees of the Advocate/Counsel or Arbitrator etc. in such cases, shall be decided in consultation with Chief Legal Advisor/Law Officer & such fees and out of pocket expenses shall be paid by the concerned Section.)</p> <p>3) Establishment matters/cases at Mumbai, Aurangabad and Nagpur are being separately dealt with by Advocate/Counsel/ Pleader appointed by the Competent Authority and his/their fees shall be paid as settled.</p> <p>4) The statutory charges like Court fees, Stamp fees, processing and those other charges i.e. legal and out of pocket expenses, shall be paid at actuals by the officer authorised to engage Govt. Pleader/ Advocate/Counsel etc. as the case may be.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
3	To sign Vakalatnama, Plaint, written statement, affidavit Memorandum of appeal, complaints, application, petitions and other relevant documents and also to verify plaints, complaints, written statement, Memorandum of appeal, applications, Petitions and all other proceedings arising therefrom and to act and appear, produce or withdraw any documents or to pay and withdraw money in civil, labour, revenue courts, tribunals, liquidators, receiver, arbitrator or any such judicial, quasi judicial authorities and to do other acts and things necessary in this behalf.	A) HEAD OFFICE : i) Officer concerned not below the rank of A.P.O. ii) Officer concerned not below the rank of A.O. iii) Officer concerned not below the rank of E.E. B) FIELD OFFICES Officer not below the rank of E.E./ Administrative Officer / A.O.	a) For matters relating to GAD including Vigilance. b) For matters relating to Accounts Department. c) For matters relating to Technical Department / Commercial Section/ Stores etc. For all matters pertaining to and within their jurisdiction.	
4	Administrative sanction to compromise in pending or threatened litigation by or against the Company before the Court of Law or Judicial or quasi judicial authorities as mentioned in sr.no.1 above.	a) Head of Department including C.E. in the Field in consultation with Law Officer of the Zone / Region. b) Director (Operations) / Director (Finance) / Director (HR) in consultation with Chief Legal Advisor	Claims involving an amount upto Rs. 1 lakh Claims involving an amount upto Rs. 10 Lakhs.	
5	Payment of back wages to employees as per order of court .	Head of the department including C.E. in field	Full powers.	
6	To sanction defence against prosecution of Company's employee in the course of discharge of his duties and to engage advocate.	Head of the Deptt including C.E in Field in consultation with Chief Legal Advisor/ Law Officer of Zone/Region.	Full powers.	Scale of fees shall be as per the rate of fees prescribed in Annexure-I in respect of criminal complaints.
7 a)	Sanction of Appeals/Petitions, Revisions etc. upto and including High Court.	Head of Deptt.in consultation with Chief Legal Advisor / Law Officer of Zone / Region.	Full powers.	
b)	Sanction of appeals / Petitions etc. to Supreme Court.	Managing Director in consultation with Chief Legal Advisor		

Sr. No.	Nature of Powers	Authority	Limit	Remarks 
8	To grant / sanction to prosecute Company's employees when request is received from A.C.B./Police or any such other authorities.	Concerned Appointing Authority		Sanction for prosecution issued by the Appointing Authority and also in cases where no such sanctions have been issued should be sent to next higher authority and Director (V&S).
9	To institute criminal prosecutions for any offence punishable under the provisions of the Electricity Act , 2003(36 of 2003) or any rule, licence or order made thereunder.	<p>In respect of Low Tension Consumers</p> <p>Asst Engr / Dy Ex Engr / Dy Ex Engr (Flying Squad) / Executive Engineer from Operations & Maintenance of concerned area of MSEDCL.</p> <p>In respect of High Tension Consumers</p> <p>Supdtg. Engineer / Chief Engineer from Operations & Maintenance of concerned area of MSEDCL.</p>		
10	<p>For other Criminal Cases.</p> <p>To lodge criminal complaint with the Police or in the Court.</p> <p>To compromise or withdraw criminal complaint lodged with the Police or in the Court if permissible under law.</p>	<p>Officer of the rank of S.D.O., its equivalent and above.</p> <p>Managing Director in consultation with the Director (Finance) /Director (Operation) and Chief Legal Advisor</p>		