



ISO 9001:2015

DELEGATION OF POWER

शक्तियों का प्रत्यायोजन

NHDC Limited

(A Joint Venture of NHPC Ltd. & Govt. of M.P.)

Corporate Office: NHDC Parisar, Shyamla Hills, Bhopal - 462013

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FOREWORD

NHDC is a Joint Venture Organisation of NHPC Ltd. (a Govt. of India Enterprise) and Govt. of Madhya Pradesh. Being a Central Sector Organization in hydropower sector, NHDC plays an important role in development of hydropower in western region. As on date, NHDC has executed Indira Sagar Project (1000 MW) and Omkareshwar Project (520 MW) in Narmada Basin.

Delegation of Powers is one of the tools of empowerment and is the guiding manual, which helps in taking right decision by the right person at the right time. Its proper and judicious use helps in faster decision making and overall operational efficiency.

In keeping with the contemporary business scenario and to allow greater autonomy in decision making for better productivity, it has been decided to further modify existing DOP to improve the operational aspects better & to make it more effective and further to provide sufficient flexibility to the executives operating the DOP and to augment the decision making process in the organisation. The revised DOP will come into effect from 10th October, 2022.



**[VIJAY KUMAR SINHA]
MANAGING DIRECTOR
NHDC LIMITED**

Place: Bhopal

Date: 10th October, 2022

POWERS DELEGATED TO THE MANAGING DIRECTOR.

The following powers were delegated by the Board of Directors to the Managing Director, NHDC Ltd., in the 1st Meeting of the Board of Directors of NHDC held on 5th August 2000 at 726, Mahabir Prasad Block, Asiad Village, New Delhi.

1. **“RESOLVED THAT** subject to the observance of the provisions of the Companies Act, 1956, the Memorandum and Articles of Association of the Company, relevant directives of the Central Government applicable to the Company, Policies, rules, regulations and budgets as may be approved by the Board of Directors from time to time and principles of financial propriety and subject to the general supervision and ultimate control by the Board of Directors, the Managing Director be and is hereby authorised to exercise all or any of the powers vested in the Board for the management and administration of the company; except on matters as set out in Annex ‘A’ in respect of which prior approval of the Board of Directors will be necessary.”
2. **“RESOLVED FURTHER THAT** in special circumstances, where, in his opinion, and immediate decision on any matter on items included in Annex ‘A’ is essential, the Managing Director may, within the ambit of operational necessity and efficiency or to meet an emergency, take decision on behalf of the Board, provided however, that report would be made to the Board and its ex-post facto approval obtained, wherever necessary.”
3. **“ALSO RESOLVED THAT** the Managing Director be and is hereby delegated full powers to institute, conduct, intervene, defend, compromise, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the Company or its employees or otherwise concerning the affairs of the Company in any court and/or quasi-judicial authorities, to refer any claims and/or demands by or against the Company, to arbitration/and observe and perform the awards, to sign and verify complaints, written statements, affidavits, objections, memorandum or appeal or other pleadings to be filed before any judicial or quasi-judicial authorities or arbitrator to enforce judgment, execute any decree or order of any judicial or quasi-judicial authorities to satisfy the same and/or to realise or withdraw money from any court, persons, or authorities in execution of such decree or order and to sign vakalatnamas etc.

4. **“FURTHER RESOLVED THAT** the Managing Director be and is hereby authorised to sub-delegate all or any of the powers conferred upon him to full time Directors, Executive Directors, General Managers, and other officers under him subject to general supervision and ultimate control/due control being retained by him and further subject to such conditions as he may deem fit, consistent with the need for prompt, effective and efficient discharge of responsibilities entrusted to such a Director/officer.”
5. **“FURTHER RESOLVED THAT** in respect of Item 5 of the Annex-A, the Chairman will have the powers to Award Letter of Intent/Contracts or making commitments referred to at (i), (ii) and (iii) of Item 5 for contract amounts up to Rs. 20 Crores and contracts between Rs. 20 Crores and Rs. 50 Crores shall be subject to approval of a Committee constituted by the Board having not less than two part-time directors.”

RESOLUTION PASSED AT THE 105TH BOARD MEETING OF NHDC HELD ON 24TH JULY 2017 AT BHOPAL

ITEM NO. 105.20

Sub: Amendments in Annexure “A” of DOP (Powers Excluded/ Excepted from the Delegation of Powers to the Managing Director).

“**RESOLVED THAT** approval be and is hereby accorded to Annexure “A” of DOP as enclosed with agenda note, which relates with powers excluded / excepted from the Delegation of Powers to the Managing Director, NHDC Ltd. **FURTHER** Managing Director-NHDC be and is hereby directed to make necessary changes in DOP as per the requirement.”

ANNEXURE 'A'

POWERS EXCLUDED/EXCEPTED FROM THE DELEGATION OF POWERS TO THE MD, NHDC LTD.

In addition to the matters requiring the approval as set forth in the Articles of Association of the Company, the following will require the sanction/approval of the Board of Directors or General body of shareholders:-

1. BUDGET

- a. Annual budget estimates and revised budget estimates for capital expenditure.
- b. Annual budget estimates and revised budget estimates for revenue account for projects in operation.
- c. Budget requirement for five year plans.
- d. Manpower Budget.

2. PLANS

- a. Annual Plans
- b. Five-year Plans.
- c. Long term Plans.
- d. Corporate Plans.
- e. Resource mobilisation Plans.

3. ACQUISITIONS

Acquiring shares, stocks, securities etc. of other Companies or Undertakings other than in Government guaranteed securities for short term and in duly registered Employees Consumer Co-operative Societies.

4. CAPITAL ESTIMATES

- a. Feasibility Reports, Project Reports, Detailed Project Reports and estimates as a whole for the plant/project township or for expansion of existing facilities, of plant and township or for establishment of new units and facilities exceeding Rs. 5 crore.
- b. Any capital expenditure above Rs. 1 crore including additions, alternations, modifications, to or replacement of an existing asset and other items which have not been specifically included in the approved capital budget for the year within overall budget limit.
- c. Deviation of more than 10% from the estimates for any component part of a project for which component wise sanction has been accorded by the Board/Government.

5. PROCUREMENT OF WORKS, PROCUREMENT OF GOODS AND APPOINTMENT OF CONSULTANTS

- a-i. Issue of letter of intent, or award of contract for works, value exceeding Rs. 15 crore, forming a component of Project already sanctioned or where investment decision has been taken by Board/Government. However, all proposals for pre-qualification of contractors for works (including opening of price bid) estimated to cost more than Rs. 15 Crore shall be approved by MD, after the same have been processed by the Contracts Department in association with Finance.
- a-ii. Issue of letter of intent or award of supply order or contract for procurement of goods of value exceeding Rs 15 crore forming an item of a project already sanctioned or where investment decision has been taken by the Board/Government. However, all proposals for pre-qualification of suppliers for goods (including opening of price bid) estimated to cost more than Rs. 15 crore shall be approved by MD, after the same have been processed by the Contracts Department in association with Finance.
- a-iii. Making a commitment in respect of (i) and (ii) above.

- a-iv. Release of interest free advance / down payment without bank guarantee for procurement of equipment/spares/services of experts from Original Equipment Manufacturer (OEM) exceeding Rs. 50 Lakhs.
- b. Award of consultancy contracts exceeding Rs. 50 Lakh for approved items.
- c. Agreement involving foreign collaboration/foreign consultancy proposed to be entered into by the Company beyond Rs. 25 Lakhs. This limit is also subject to the condition that technical expertise for which consultancy is being sought from foreign consultant, is superior and is not available in India.
- d. Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s) substitution of one item in the BOQ by another in the BOQ, and deviations from the terms of the contract resulting cumulatively an increase in the contract value of the Contracts approved by the Board by more than 25% or Rs 10 crore, whichever is less excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.
- e. Payments of idle charges, hire charges and interest to contractor beyond the provisions in Contract Agreement.
- f) Acceptance of disputed claims over the value of Rs. 25 lakhs.

6. PERSONNEL

- i) Framing of recruitment policies, promotion policies, voluntary retirement schemes including liberalised voluntary retirement schemes, disciplinary rules and procedures, excluding those which are routine and procedural in nature or involving expenditure or concessions to the extent of Rs. 50 Lakhs in a year.
- ii) Creation of post(s) of *General Manager or equivalent and above.

*Modified vide letter dated 28-11-2019.

- iii) Formulation of any changes in wage structure and scales of pay of employees of the company.
- iv) Policy matters relating to HRA, CCA, DA, Travelling, other allowances, Bonus/Ex-gratia in lieu of Bonus amenities and fringe benefits.
- v) Changes in policies.

7. ACCOUNTS

- i) Acceptance of annual / semi annual financial statements.
- ii) Declaration of dividend.

8. POWER TO INVEST

To invest the surplus funds of the Corporation over & above the limit specified in approved guide line for investment of surplus fund.

9. POWER TO BORROW

To borrow money for purposes other than working capital requirements on the hypothecation of company's current assets.

10. WRITE OFF

- i) To write off any items of stores, equipment, tools, plant and materials resulting in a net loss of more than Rs. 10 lakhs in each case.
- ii) To write off any shortages of cash exceeding Rs. 20,000 in each case.
- iii) To write off any demurrage/wharfages/port charges etc. exceeding Rs. 10 lakhs in a year for each project.

11. GENERAL

- i) Grant of Compensation to other than Company employees, arising from any cause, above Rs.5 Lakh in each case.
- ii) Sale or alienation including creation of security in any form on any immovable property vested in the Company.
- iii) Any grant or donation or ex-gratia payments, not arising from recognised rules relating to amenities and welfare, over Rs. 50,000/- in each case.
- iv) Settlement of claims against the Company from any cause not provided for in any other items mentioned above exceeding Rs. 1 lakh in each case.
- v) Policy for allotment of land to outside parties.
- vi) Any expenditure beyond the scope of objective of the Corporation.
- vii) The power to sell, lease or otherwise dispose-off the whole of the undertaking, any of its undertaking or substantial part thereof.

GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS

1. Exercise of the delegation of powers should be subject to observance of the Companies Act, 2013, Memorandum and Articles of Association of the Corporation, relevant directives of the Central Government, Policies, Rules & Regulations of Corporation, approved Budget of the Corporation and the Principles of financial propriety.
2. The Powers delegated to an executive can be exercised by the executive above his level. In cases where such authority has been exercised due to non-posting of lower Authority, in such a situation TOC/ TEC shall be constitute as per level of lower authority and higher authority who has approved the original award/ contract shall deemed to be next higher Authority also.
3. Wherever GM (HR) is mentioned, it is specifically with reference to the functions in Corporate Office wherever GM is mentioned it refers to all at the level of GM.
4. The delegations gives herein refer to those items not specifically covered by the Rules of the Corporation on the subject.
5. The Financial Powers delegated herein are subject to Budget Provisions.
6. Wherever financial limit has been prescribed, this shall mean upto and including that amount. Further, award of the work/supply/service contract should be approved as per the DOP clause at the time of award.
7. The financial limits specified for purchase/supply items/ Services are exclusive of taxes, transportation etc. and for works are inclusive of taxes & duties.
8. Tender Committees are to be constituted as per Annexure-II in all cases when financial consideration is Rs.5 lakhs or more. The evaluation through tender committee is not required in case of work/assignment given directly to institutions mentioned in the list given in Annexure VI subject to establishment of reasonability of rates by the concerned department. In other cases prior financial concurrence is to be obtained and in case, approving authority as per DoP is also a committee member then approval of next higher authority is required. Policy Guidelines for financial concurrence are given in Annexure-V.
9. Copies of orders for internal circulation should indicate the reference of financial advice/concurrence and approval of the Competent Authority.
10. The level of financial advice/concurrence should not be below two levels of the approving Authority. Exception required or difficulty faced, if any, is to be reported to M.D. along with the reasons to take appropriate action in the matter.
11. In emergent situations where in the opinion of the officer an immediate decision is required on a matter not delegated to his level on account of the safety and/or to prevent damages and losses to assets of the Corporation and within the ambit of operational efficiency and necessity then he can exercise the powers delegated not exceeding two levels above him and limited to the powers delegated to G.M. He shall send a report to the concerned officer for obtaining ex-post-facto approval as early as possible but not exceeding 7 days. The power may only be exercised when the senior level officers cannot be contacted and their decision cannot be obtained. This will not apply to the Powers relating to the modification in terms of contract, payment to supplier/ contractor/ employees, award of contract (except work orders) or similar nature which can await the decision of the concerned officer.
12. Layout and Architectural works pertaining to Guest Houses, Liaison Offices and Townships etc. shall be approved by the MD. Subsequent minor deviation not altering the original layout and architecture already approved can be done by HOP for which intimation shall be given to MD subsequently.
13. For imported items of spares, specialized expatriate services in O&M projects, the approval shall be accorded by the authority having the delegated powers for equivalent cost in INR of such purchase/services, subject to prior administrative approval for release of foreign exchange by the MD and compliance of extant RBI regulations. Proposals for payment of VCS / CDM /any other Carbon registry charges/ fees in foreign exchange shall be approved by MD.

14. Administrative approval of MD is required for the cases involving payment / liability/ remittance in Foreign Exchange.
15. Whenever material is issued to the contractor free of cost, the cost of material as per the sanctioned estimate shall be taken in account for arriving at the level of competency for award of work, approval of deviations/variations, modifications in the tenders/contracts and time extension etc.
16. After administrative approval for the matters stipulated in Serial nos. 2(ii),3(ii)& (iii),4(ii), 5,6,11,16,18,32,33,34A , 38 and 41 of Section-III, the procedure and further approval of award of work will be as per Section-I.
17. Approval for award of work and subsequent deviation and time extension for remaining clauses shall be dealt under respective clause of Section-III.
18. 'Full Powers' wherever mentioned shall mean and include delegation of powers up to MD only and shall in no case exceed the powers delegated to MD by BOD.
19. Sanction, abolish & operate post within approved manpower budget requires the approval of MD.
20. 'Project' includes Power Stations, R&R units and Projects in stages of construction, investigation, DPR etc.
21. In cases where works/supply contracts have been awarded with the approval of Board, time extension cases shall be approved by the MD.
22. Whenever material (Capital assets/ capital Spares i.e. runner, etc.) in case of E&M /HM Works is issued to the contractor in respect of Service Contract/ R&M Works free of cost or in other words contract is awarded for supply of labour, in all such cases the cost of material even if it is included in the sanctioned estimate shall not be taken in to account for arriving the level of competency for award of work, approval of deviations/variations, modifications in the tenders/contracts and time extension etc.
23. Design division may be read as O&M division in case of power stations as the case may be.
24. GM who is looking after Office Complex and other infrastructural works of Corporate Office will exercise the powers of HOP for the works of Office Complex and other infrastructural works of Corporate Office.
25. Part payment/Advance up to 75% of the bill amount payable against the work done by the contractor may be authorised by the head of Project / Power Station on the merit of each case.
26. Wherever annual limits are specified in the Delegation of Powers, a control register of approvals shall be maintained by the initiating division.
27. Wherever there is a conflicting provision between DOP and finance manual, the provision of DOP shall prevail.
28. Tendering of all procurement / contract case with estimated cost of Rupees 2 lac and above or limit amended from time to time will be executed through e-procurement solution. For waiver from e-tendering, approval of M.D is required (other than Sl. No. 2.5 of Section-I and Govt. agencies/companies at Sl. No. 15 of Section III).
29. After administrative approval, Technical Sanction Order (TSO) would be approved as per delegation under respective clause(s) of Section-I.
30. Wherever any expert advice/opinion is to be obtained from outside person(s)/agency (ies), on matters which are in the competency of Board/MD, the terms of reference of such cases shall have prior approval from MD.
31. Chief General Manager (CGM)/ Group General Manager (GGM) wherever posted shall exercise powers delegated to General Manager (GM). Group Deputy General Manager (GDGM) wherever posted shall exercise powers delegated to Deputy General Manager (DGM). Group Senior Manager (GSM) wherever posted shall exercise powers delegated to Senior Manager(SM).

SECTION – I

DELEGATION OF POWERS FOR WORKS, SERVICES AND PROCUREMENT

(All Amounts in Rs.)

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Accord of Technical sanction to detailed (pre-tender) cost estimate for works i.e. other than supply contracts which are dealt with at Sl. Nos. 4 to 7, 17 (R & M Works) and Service/ Consultancy contracts dealt at Sl No 26.	Full Powers	75 Lac	35 Lac	<p>1</p> <p>(a) The Delegation at S.No. 1 is for components of a project, or for sub-packages constituting a component, as provided for in FR/DPR/O&M BUDGET/Annual plan and as approved by the Board/Govt. of India.</p> <p>(b) Corporate P&CE Division will finalize the Packages /Turnkey mode of contract for the works to be awarded at corporate office and will obtain approval of MD. The Planning Division shall forward the approval to HOP for raising the Requisitions for initiation of the tendering process.</p> <p>(c) (i) Technical Specifications (TS) and bill of quantities (BOQ) shall be drawn by the concerned Corporate Design Division/ Indenting Division for works to be awarded at Corporate Office and send the same to P&CE Division. The required data/inputs for preparation of estimates shall be supplied by the projects and concerned division(s) at CO to P&CE Division.</p> <p>(ii) Technical Specification (TS) and bill of quantities (BOQ) shall be drawn by the executing division for works to be awarded at projects before the same is sent to concerned division at project responsible for planning & cost engineering.</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>(d) (i) Detailed (Pre tender) cost estimates for components of the project, or for sub packages constituting a component, which are to be awarded at Corporate Office, shall be prepared by the P&CE Division duly vetted by Associate Finance and approved at the appropriate level as per delegation.</p> <p>(ii) For works to be awarded at projects/units, detailed (pre tender) cost estimates shall be prepared by concerned division of Project/Unit responsible for planning and cost engineering duly vetted by Associate Finance and approved at the appropriate level as per delegation.</p> <p>(e) Excess over FR/DPR/O&M BUDGET/Annual plan in cost estimate shall be analyzed in a format as per Annex-I, which shall be attached to the cost estimate referred to at (d) above.</p> <p>(f) The variance between FR/DPR/O&M BUDGET/Annual plan and the cost estimates of over 10% or Rs. 15 crores whichever is less in each package / sub-package for which the cost estimate has been prepared shall be intimated by the project to P&CE Division quarterly. P&CE Division after compilation shall submit the quarterly report to MD for their information with a view of apprising them of the impact of such variances on the project cost/O&M expenditure.</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>(g) While exercising these powers in the case of O&M Projects, administrative approval for the execution of work shall be obtained from the HOP not below the rank of GM subject to availability of budget. Additional Budget / Re-appropriation of Budget will be as per Budget Circular issued from time to time by Corporate Office. For the cases beyond the delegated power of GM, for calling of Tender/ Award of work, administrative approval to the estimate shall be accorded by MD.</p> <p>(h) Before according technical sanction by executives of the rank of GM and below in the case of Construction Projects and Survey Investigation units, Administrative approval for the execution of work shall be obtained from the Competent Authority/ HOP not below the rank of GM subject to availability of budget even if such works are incorporated in the FR/DPR. For works not covered in the DPR/FR etc. prior approval from the MD shall be obtained.</p> <p>(i) Project schedule of rates (PSR) for works other than supply, services, consultancy, hiring of vehicle/equipment's will be fixed and reviewed annually by the first month of the financial year (i.e. April) by planning & cost engineering after vetting by finance at corporate office and approval by the MD on the basis of respective State Schedule of rates. In case of certain items not being present in the State Schedule of rates then</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>for those items rates would be fixed on the basis of CPWD rates/ market rates and got approved by the HOP not below the rank of GM. Copy of the PSR shall be forwarded to all HOPs & P&CE Division, CO. In respect of corporate office the action on remark (i) above will be taken by concerned executing division.</p> <p>(j) While exercising these powers in the case of CO, Administrative approval for the execution of work shall be obtained from the concerned HOD not below the rank of GM subject to Budget Approved by BOD for the year.</p>
2.	Approval for calling of tenders, and/or issuing award for works i.e., other than mere supply items, after approval of cost estimates, vide (1) above.				<p>2. Tenders are to be invited by the Contracts and Procurement Group at Corporate Office and Projects as are functionally responsible thereof, only after approved requisition is received and pre-tender cost estimate/Technical sanctioned estimate is approved by competent authority vide (1) above. Irrespective of the powers delegated, tenders for supplies/services at the Projects shall be invited after administrative approval by HOP / concerned GM at CO.</p> <p>(i) Tender documents shall be approved by the authority who has the power for approval for calling of tenders and/or issuing award for works.</p> <p>(ii) Fees for tender documents and amount of EMD for tenders shall be regulated as per latest guidelines / circular as amended from</p> <p>(iii)</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>time to time.</p> <p>(iv) Other than mere supply items shall mean the works involving installation and/or other services, the estimated cost of which is not less than 15% of total estimated cost of the work package.</p>
					<p>(v) Where qualification of bidders are resorted to, the criteria for qualification shall be finalised through a committee as per Annexure-II. The authority competent to approve the tender shall approve such criteria for qualification as well.</p> <p>The evaluation of qualification of applicants / bidders meeting the specified qualifying criteria will be done by the Tender Evaluation Committee (TEC) to be constituted as per Annexure-II. TEC is empowered to seek clarifications from the bidders as per tender conditions.</p> <p>(vi) Tender Evaluation Committee/ Tender Opening Committee (as per Annexure – II) shall be constituted with the approval of the authority competent to approve the tender or such other authority that is authorized to approve the Constitution of the committee. Nomination of members for the Prequalification / Tender Evaluation Committee for the cases beyond the powers of GM shall be approved by the MD.</p> <p>(vii) Wherever two-stage/two-envelope systems of bidding are resorted to, the techno-commercial evaluation report and opening of price bids shall be approved by the</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>authority competent to approve the call of tender.</p> <p>(viii) The cases for which the approval for calling of tenders and/or award of works are beyond the powers of GM, the approvals required under ii) and vii) above shall be accorded by MD. However, Tender Documents containing Terms & Conditions (viz. General Conditions, Special Conditions, Instructions to Bidders and Annexure thereto) already approved earlier by MD may be approved by GM of Contracts Division of Corporate Office. The other parts of Bid Document shall be approved by the respective HODs of Corporate Office who are responsible for preparation thereof. Amendment to Bid Document containing terms and conditions/data received from concerned HODs of C.O. shall be approved by HOD (Contracts). However, terms of commercial conditions (GCC, SCC, ITB) if not already approved by MD shall be approved by MD.</p> <p>(ix) (a) In case of powers within the competency of GM or below</p> <p>(i) The accepting officer shall be empowered to accept tender provided the variation in tendered amount does not exceed more than 10% of the Technical Sanction Estimate.</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					(ii) The cases where finally accepted tender is more than 10% and up to 25% of 'Technical Sanction Estimate' shall be approved by next higher authority (instead of empowered accepting officer) to that mentioned in the Delegation of Power.
					(iii) The cases where finally accepted tender is more than 25% of 'Technical Sanction Estimate' shall be approved by authority superior to next higher authority (instead of next higher authority) to that mentioned in the Delegation of Powers restricted up to MD. (iv) Approval of next higher authority shall be required in case of L1 evaluated bid price is lower by more than 25% from the estimated cost. (b) Powers beyond competency of GM The cases where finally accepted tender is more than 25% of 'Technical Sanction Estimate' shall be approved by M.D. (x) Delegation alongside (not Technical Sanction Estimate) shall be the <i>basis</i> for determining level of competency for award of works. However, for estimates consisting supply and works both, percentage of supply will also be seen at the time of award to decide approving authority.
2.1	Open tender	12 Crore	75 Lac	35 Lac	2.1 Open tender are those enquiries issued- (a) <ul style="list-style-type: none"> All Notice Inviting Tenders (NITs) and tender related notices/ information /addendums such as

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>change in Qualification Requirement (QR), Amendments/Corrigendum regarding date of submission of bid etc. shall only be uploaded on the web portals of NHDC, Central Public Procurement/e- Procurement service providers and no press publication shall be issued. After start of publishing the NITs on GeM portal, all NITs and Corrigendum shall also be published on GeM portal.</p> <ul style="list-style-type: none"> • Through press advertisement in international journals / newspapers for the invitation of international contracts bids wherever required as per policy guidelines. • Through Notice inviting Tender in English/Hindi and the written language of the district and pasted on notice boards of various circles of Projects/Units. A copy should also be sent to Central PWD Divisions, Zonal Office, the Circle Office, Local Municipalities and DM'S/ Collector's Office/ State PWD Divisions operating at the station of the work and Head quarters of the Project Office. • Tenders invited from bidders pre-qualified for a particular work.
					<p>2.1 (b) In case where 3 and more valid offers are received, it shall be approved by the competent officer as per financial limit. However when the numbers of valid offers</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					are less than 3, then the fact be brought to the notice of competent authority i.e. next higher authority before opening of bids and approval of the next higher authority is required before placing order except in case where the proposals falls within the powers of GM. However, the TEC shall not be reconstituted by the next higher authority competent to award.
2.2	Limited tender	3 Crore	15 Lac	7 Lac	<p>2.2 (a) Limited tender enquiries are those issued for requirements which do not fall under Open Tender category or which are required due to urgency or for specialized jobs and issued preferably to not less than five vendors whose names have been registered or maintained in a list or based on past experience or current offers or from the vendor lists maintained in the State Govt. /Central Govt. /PSUs.</p> <p>2.2 (b) The number and names of parties selected for issue of limited tender enquiry vide 2.2(a) above shall be approved by an authority, next higher to the authority competent to award, except in case of award proposals falling within the powers of GM.</p> <p>2.2 (b) (ii) Delegated powers at Sr. No. 2.2 are to be used only if minimum 3 valid quotations are received. If valid offers are less than three then the fact be brought to the notice of competent authority i.e. next higher Authority before opening of bids. The approval of the next higher authority is required before placing order except in</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2.3	Single tender without call of tenders in case of urgency or specialized jobs.	1.5 Crore	-	-	<p>case of award proposals falling within the powers of GM.</p> <p>2.3 (a) Single tender enquiry is to be resorted to only in case of urgency / single source availability and includes negotiated tender without call of tenders where resorting to tenders is neither practical nor economical.</p> <p>2.3 (b) The rates at which the negotiated tenders are awarded shall be within the applicable project schedule rates/prevaling market rates.</p> <p>In case rates are based on prevailing market rates the reasonableness of the price shall be determined, which shall be recorded accordingly.</p> <p>2.3 (c) The urgency certificate in prescribed format (Annexure XII of Contract Manual) is to be approved by HOD at CO/ HOP not below the rank of GM.</p>
2.4	Spot Work Orders	15 Lac	1.5 Lac	75,000	<p>2.4 The spot work orders are to be resorted to under extreme circumstances based on field requirement and at the PSR.</p> <p>Deviations in spot work orders shall normally be avoided. However, in case of quantity deviations in a work order, the authority competent to award the work order inclusive of the above deviations (i.e. original value plus deviations) shall approve these deviations.</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					(iii) Administrative Approval of HOD at C.O. / HOP not below GM is required, up to his competency to award.
4	Approval for calling of tenders for purchase/ supply of items and Award thereof against approved indents/ Purchase Requisition.				<p>4.(i) Tenders are to be invited by the Contracts and Procurement Group and other divisions as are functionally responsible thereof, only against approved purchase requisition and cost estimate vide (3 ii) above.</p> <p>4.(ii) All remarks given against delegation at Sr. no. 2 except 2.2.b(ii) and 2.3.b apply to this delegation as well.</p> <p>4.(iii) Procurement of Construction and allied Machinery/tools should be regulated as per latest Guidelines/Circular.</p> <p>4.(iv) Procurement shall be made from GeM portal wherever applicable as per extant guidelines.</p>
4.1	Procurement of Steel in case of MOU with SAIL/RINL	12 Crore	-	-	4.1 Delegation is subject to signing of MOU with the approval of Competent authority.
4.2	Open Tender for				
	a) Cement /Steel	10 Crore	35 Lac	20 Lac	
	b) Others.	7.5 Crore	35 Lac	20 Lac	4.2 In case where not less than 3 valid offers are received, it shall be approved by the competent officer as per financial limit. However when the number of valid offers are less than 3, then the fact be brought to the notice of the competent authority i.e next higher authority before opening of bids and approval of the next higher authority is required before placing order except in case where the proposals falls within the powers of GM. However, the TEC shall not be reconstituted by the next higher authority competent to award.

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					These powers shall also be exercised in case of procurement through GeM.
4.3	Limited tender	1.5 Crore	15 Lac	7 Lac	<p>4.3 For single tender and limited tender enquiries, reasons are to be recorded in writing before approval of the competent authority is obtained.</p> <p>Parties to be identified for the purpose is to be approved by next higher authority except in case of award proposals falling within the powers of GM.</p> <p>Delegated powers are to be used only if minimum 3 valid quotations are received. If Valid offers are less than three then the fact be brought to the notice of competent authority i.e next higher Authority before opening of bids. The approval of the next higher authority is required before placing order except in case of award proposals falling within the powers of GM.</p>
4.4 (i)	Single tender Against Proprietary Article Certificate and source standardization	1 Crore	2 Lac	75,000	4.4 Proprietary Article Certificate (PAC) shall be approved by HOD at C.O./ HOP not below the rank of GM.
(ii)	On ground of urgency	50 Lac	75,000	40,000	Reasons of urgency are to be recorded in writing.
iii)	On grounds of other than urgency but for justified reason.	25 Lac	-	-	
5.	Purchases from Manufacturers/	3 Crore	2 Lac	75,000	5. Powers are to be exercised after considering all factors like urgency,

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
5.1	producers of Govt. Deptt./ Undertakings. Procurement of HSD/Petrol/Lubricants from PSU oil companies / their authorised fuel pump Including rate contracts.	Full Powers	-	-	specialized jobs, and availability of budget, reasonableness of rates and after ascertaining that the same rates are being charged by suppliers/ Manufacturers etc. from other Government Departments. Bulk procurement from PSU OIL companies may be made on single tender basis after consideration of annual requirement. Procurement from PSU Oil Cos., authorized fuel pumps is to be done after due consideration of notified rates in the area, after market survey and recommendation of a committee comprising one member each from the indenting department, procurement division & finance division. The committee members shall be of the level not less than E3.
6.	Deleted				Deleted
7.	Local/spot purchases of materials on grounds of urgency	20 Lac	40,000 subject to an annual ceiling of Rs. 3 Lakhs	15,000 subject to an annual ceiling of Rs.2 Lakhs	7(a) Spot purchase should not form a part of a regular purchase and the materials so purchased should be used in a limited period. (b) The list of items to be bought, with estimated price shall be approved by the competent authority, as per delegation alongside, who shall also sanction the requisite temporary advance to facilitate the purchase. (c) Purchase will be made by Materials

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>Procurement group and in the event of their inability, by the Indenting Dept., after approval of the purchase.</p> <p>(d) Purchase will be made after a market survey and after determining the reasonableness of the price, which shall be recorded accordingly.</p> <p>(e) Purchases beyond Rs. 2 lakh shall be made by a committee comprising one member each from the indenting Dept., Procurement Division & finance division. The committee level shall not be less than Asst. Manager (E-3).</p> <p>(f) The authority for exercising these powers shall be decided on the basis of total purchase requirement for particular occasion. Such requirements shall not be broken and procured in instalments to bring the value within the powers of the lower authority.</p> <p>(g) After purchase of items, a statement of particulars of purchase shall be submitted to the authority who authorised the purchase and his signature taken thereon. A copy of this report shall be sent to Finance Cell for clearing the advance, and it should also be submitted to HOP/HOD for information, whenever the purchases have been made on the sanction of officers below the rank of GM.</p> <p>(h) The items purchased shall be routed through Stores, and drawn for consumption only against issue vouchers. In exceptional</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
8.	Transportation and/or clearance work (including loading and unloading)				<p>cases, due to urgency, when the items are taken directly to points of consumption the same shall be regularised by GR Sheets and issue voucher for the quantity received and consumed respectively. The items so consumed directly, shall be intimated by way of special report to the HOD at C.O. / HOP not below the rank of GM and the balance items, if any to be sent to the Stores/Sub-stores.</p> <p>(i) Administrative Approval of HOD at C.O. / HOP not below GM is required.</p> <p>(j) Where dedicated stores do not exist, proper stock register for receipts and issues against such purchases shall be maintained.</p> <p>8. These powers shall be exercised, subject to General/specific policy guidelines in force at any given time.</p> <p>Remarks against Sl. No. 1 and 2 to the extent as applicable shall apply to this delegation also.</p>
8.1	Approval of Indent and cost estimate	Full Powers	70 Lac	15 Lac	(a) Cases not considered by a tender committee shall be subject to prior financial concurrence except for cases valued at Rs. 2 lakh or below.
8.2	Call of tenders and award of work, against indent at 8.1 above for clearance, handling and transportation.				Executives of the level of SM and above will have the full powers in respect of transportation by rail and sea. However transportation by air, which shall be resorted to in case of emergency or any other valid recorded reason, will require the approval of HOD at C.O. /HOP not below the level of GM.

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(i)	Open tender	1.5 Crore	15 Lac	3 Lac	(b) Transportation by road shall normally be limited to between places not connected by rail, unless justified on grounds of urgency/criticality or any other recorded valid reason.
(ii)	Limited tender	30 Lac	1.5 Lac	75,000	
(iii)	Single tender	7 Lac	40,000	-	
9.	Repeat Order	Upto 50% of original quantity approved by himself or lower authority.	Upto 50% of original quantity approved by himself or lower authority.	Upto 50% of original quantity approved by himself.	<p>9. These powers are to be exercised only for procurement of goods. Repeat order may be placed on vendors who were earlier awarded contracts for required items against, open or limited tender enquiries, or single tender involving Proprietary Articles Certificate subject to the following :</p> <p>(a) The date of repeat order shall not be more than six months after the completion of the original order.</p> <p>(b) If the original order is for single unit, the repeat order can be for one single unit.</p> <p>(c) A reasonable assessment and certification be made by the Contract & Procurement/Project Material Management, that there has been no downward trend in prices.</p> <p>(d) The prices against original contract were not given to compensate for urgent/earlier deliveries.</p> <p>(e) Repeat order shall not be placed more than once.</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					(f) In case repeat order envisages different locations for delivery/works suitable adjustment in price shall be considered to cover this aspect.
10.	Variance during post-award execution of work/supply, in respect of Contracts awarded on approval of Chairman/ MD/ Board due to scope / quantity variations/new or extra items etc.				<p>10. Quarterly statement on the projected</p> <p>(a) completion cost of the package shall be prepared by the project (categorizing the reasons for increase whether due to design, site or unforeseen reasons) and shall submit to P&CE Division at CO. Cost Engg. P&CE Division shall compile package wise detail and put up to management on quarterly basis.</p> <p>The powers delegated hereunder are subject to the condition that quarterly statements are submitted by HOP to P&CE Division, CO. No further approval (technical as well as rates) shall be done by HOP unless the quarterly statement upto preceding quarter are forwarded to P&CE Division.</p> <p>(b) The Design Division will issue the drawing as per the design/site requirement and project shall go ahead for its implementation at site.</p> <p>(c) Proposal seeking technical approval due to design/ site /unforeseen condition should be processed by the project immediately upon issuance of drawings giving rise to deviation /occurrence of the events as the case may be with detailed justification. HOP not below the rank of G.M. shall</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>accord the Technical Approval (quantities of items of work) up to the powers delegated to MD.</p> <p>Based upon the Technical Approval, the value /financial implication involved for the particular item shall be worked out by the standing committee as per Annexure-III. The Committee shall deliberate on the categorization of the items as of new /extra/substituted/analogous items and recommend for technical approval along with admissibility and unit rate. The recommendations of committee shall be put up to HOP not below the level of G.M. for approval of rates. HOP not below the level of G.M. shall approve the quantities and rates up to the powers delegated to MD.</p>
					<p>(d) HOP is authorized to release the provisional payment for the deviation in executed quantities of BOQ items not requiring rate revision and for items i.e. new/ extra /substituted /BOQ item payment shall be released based upon provisional rate upto 75% of the rates assessed by the project. Project shall ensure that the proposal seeking technical approval along with recommendation of standing committee be put up to Competent Authority at the earliest but not later than four months from date of release of provisional payment subject to overall variation in any</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>case should not exceed the power delegated to MD (refer Annexure-A Sr. No. 5 (d) to DOP.</p> <p>(e) Financial implication shall mean additional value involved after considering all positive and negative variations. However, where overall deviation is in negative, it is to be approved by HOP not below the rank of GM. In case of negative variation i.e. quantities not attaining the BOQ quantities, there shall be no revision of rates except provided otherwise in the contract.</p> <p>(f) Design Division shall take approval from MD for issuance of drawings which in its opinion are of major change in works like conceptual change in layout /support system, slope stabilization etc.</p>
10.1	Technical approval and approval of rates for above.	Full Powers	-	-	<p>HOP not below the rank of GM shall exercise the power up to the powers delegated to MD as per procedure given at Serial No.10 above.</p> <p>MD shall accord Technical approval for variations to be approved by BOD, irrespective of the Competence to award the contract.</p>
10.2	Approval of overall deviation statement				<p>10.2 (a) Based upon technical approval and rate approved by CA against 10.1 above, the project shall prepare the deviation statement with reasons for variations as per the approved rates and submit the same duly recommended for approval of</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>CA. For the Cases requiring the approval of BOD, GM shall approve deviation up to the powers delegated and will recommend the proposal to Contract division, CO for obtaining approval of competent authority for approval of deviation and subsequent change order in terms of delegation alongside.</p> <p>(b) These powers will be exercised in consultation with associate finance. The powers against 10.2 will be exercised for all item rate/unit price contracts whereas the powers against 10.2.2 will be exercised for supply and installation contract and powers against 10.2.3 will be exercised in the case of turnkey contract where provision for ceiling on contingencies are already built in the contract.</p> <p>(c) In respect of civil works and supply cum erection packages awarded by corporate office and executed by site these powers will be exercised by the site authorities as per delegation along side.</p> <p>(d) All variances due to variations in quantity / rate and due to extra & substituted item shall be reported in a quarterly management report by respective projects to Cost Engineering division and Head of Finance of Corporate Office. Cost Engineering Division shall watch and ensure submission of the report. Non Submission of quarterly Deviation Statement shall be</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>reported to the management by Cost Engineering division through exception report.</p> <p>(e) A copy of the change order as per 10.2 issued by the Project shall be sent to Cost Engineering Division with copy to contract /design and Corporate Finance.</p> <p>(f) The Corporate Cost Engineering division shall submit to MD, a quarterly report of project wise cost variations with brief reasons for the same, with a copy to Planning Division for initiating action wherever required for seeking approval of the Competent Authority.</p> <p>(g) Variations under Turnkey Contracts shall also be governed as above.</p>
10.2.1	For Civil Works Contracts, quantity variations requiring / not requiring rate revision as per the Contract / LOA including extra/ substituted items not appearing in the accepted Bill of quantities (BOQ).	Up to 5% of Contract Value or Rs. 5 Crore whichever is lower.	-	-	The New rates wherever applicable shall be approved by concerned HOP not below the rank of G.M.
10.2.2	For supply and installation contracts where quantity variations are not envisaged	Up to 5% of Contract Value or Rs. 5 Crore whichever is lower.	-	-	The New rates wherever applicable shall be approved by concerned HOP not below the rank of G.M.

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
10.2.3	For Turnkey contracts where overall contingency limit is specified covering Quantity variation without rate revision and extra & substituted items	Full powers up to overall contingency limit of the contract	-	-	The New rates wherever applicable shall be approved by concerned HOP not below the rank of G.M.
11.	Variation during post award execution of work/ supply order due to Scope / quantity variations /Extra, substituted items etc. in respect of Contracts awarded on approval of CGM/ GM and below.				
11.1	Technical approval for above for Quantity variation in BOQ/ Contract items requiring/not requiring rate revision and Extra and substituted items.	Full Powers	-	-	

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
11.2	Approval for issue of change order based on technical approval at 11.1 Above	Full Powers	Full Powers in respect of Contracts awarded by him or any lower authority	Full powers in respect of Contracts awarded by him.	<p>11. (a) These powers shall be exercised in consultation with Project Finance.</p> <p>(b) Variances beyond the Bill of Quantities in the Contracts/LOA shall be reported on monthly basis to HOP, Project Finance, Contract & Procurement wing and concerned GM.</p> <p>(c) In case of variances / deviations beyond prescribed limits and extra, substituted and analogous items, revised/analyzed rates (if required) will be derived by a committee constituted in accordance to Annexure-IV as per contract provisions. Constitution of committee and approval of rate shall be accorded by authority competent to accord technical approval.</p> <p>(d) The variation/ deviation shall be approved by the authority who has power to award the contract (including variations) of such value, irrespective of the authority who has awarded the contract.</p> <p>(e) Full powers to GM and below under 11.1, 11.2 are subject to the condition that the overall deviation (including contract sum) do not exceed the powers delegated under which work was awarded. Where deviation (including contract sum) exceeding the powers delegated to GM, shall require approval of MD.</p> <p>Further, approval of next higher authority shall be required in case of contracts</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>awarded by GM and below, where variation exceeds 25% of the contracts sum.</p> <p>(f) The negative deviation, if any, is to be approved by Engineer-in-Charge under intimation to HOD at CO /HOP not below the level of GM.</p>
12.	Extension in Completion period and levy of liquidated damages.				<p>These powers shall be exercised as per guidelines issued in this regard (if, any).</p> <ul style="list-style-type: none"> The cut of date for consideration of hindrance for evaluation of time extension shall be up to the original contract completion/ subsequent approved time extension.
12.1	<p>a) Extension in completion period in respect of works/supplies Without levy of Liquidated Damage (LD) as provided in the contract.</p> <p>b) Acceptance of delayed performance in respect of works/ supplies with levy of LD as provided in the contract.</p>	<p>Full Power for contracts approved by himself or lower authority</p> <p>Same as (a) above</p>	-	-	

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
12.2	Reduction/waiver of LD imposed under Clause 12.1 (b) in case of works/supply contract	Full Power for contracts approved by himself or lower authority	-	-	
13. (a)	Rejection of Tenders / termination of tendering process.	Same as for approving for call of Tenders.			
13. (b)	Modification in the Terms of Tenders including extension of bid submission, date, payment terms, time for performance, Specification etc. After call and before award of the tender	<p>Before opening of Tender</p> <ul style="list-style-type: none"> Time extensions for bid submission etc. during the tendering process and other modifications, shall be decided/ exercised by the authority competent to award. <p>After opening of tender</p> <ul style="list-style-type: none"> In case of proprietary items/OEMs modifications shall be approved by authority competent to award and For tenders other than proprietary items/OEMs, the modifications shall be approved by next higher authority. <p>In respect of Tenders to be approved by MD/Board, MD shall be competent to approve modifications to BOQ, Technical Specifications, drawings, information for Bidders and remaining modifications.</p>			
14.	Modification in terms of Contract.				<p>14. Modification of terms shall be made only as a last resort to enable the work being carried out and in consultation with Associate Finance.</p> <p>These powers can be exercised in the Project/Corporate Office, wherever the contract is being operated.</p> <p>Head of the Project not below the rank of GM can exercise the powers indicated at Col 03.</p>
14.1	Having no financial implications.	Full Powers	-	-	

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
14.2	Approval of Manufacturers /sub contractors/vendors as per the contract terms & addition or substitution in any existing list of manufacturers / Subcontractors/ vendors.	Full Powers	-	-	HOP of the concerned project shall approve the proposed addition/substitution for contracts awarded at Project level. In the case of contracts awarded from C.O., the proposed addition/substitution shall be made by the contract division after technical vetting of the same by the respective Design Division. This clause is applicable only where there is no additional financial implication.
15.	Acceptance of stores under deviation in specifications	Full Powers	-	-	(a) These powers shall be exercised by the indenting Department. (b) Cost compensation on account of such deviation in specification, if any, shall be worked out and/or negotiated by a Committee constituted as per Annexure-III/ Annexure-IV as the case may be. Change order based on such recommendations of the Committee shall be approved as per delegation under clause 10.2.2 and 10.2.3.
16	(a)Sanction for disposal of surplus/ unserviceable/ obsolete items, equipment's and spares.				As per the disposal policy.
	Disposal including administrative approval of :	Extent of Powers			Officer Authorised to exercise powers subject to Disposal Policy of the Corporation.

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
	(i) Vehicles	Full Powers			Head of Project/Liaison Office/ Concerned HOD in Corporate Office not below the rank of GM.
	(ii) Scrap of equipment and vehicles, misc. scrap including old & used spares of equipment & vehicles.	Full Powers			Head of Project/Liaison Office/ Concerned HOD in Corporate Office not below the rank of GM.
	(iii) Equipment whose individual updated market price is Rs. 100 lakhs or less and reserve price is Rs. 10 lakhs or less	Full Powers			Head of Project/Liaison Office/ Concerned HOD in Corporate Office not below the rank of GM.
	(iv) Equipment whose individual updated market price is above Rs.100 lakhs and up to Rs. 200 lakhs or reserve price is above Rs.10 lakhs and up to Rs. 40 lakhs.	Full Powers			GM
	v) New surplus spare parts (imported as well as indigenous) of various plants, equipment's and vehicles.	Full Powers			Head of Project/Liaison Office/ Concerned HOD in Corporate Office not below the rank of GM.

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
	(vi) Approval for calling of tenders for disposal / issue of letter of award including administrative approval for disposal of surplus, old unused steel.	3 Crore	-	-	The power at column at 3 shall be exercised by HOP not below the rank of GM.
(b)	Disposal of Scrap & Misc. Items not covered by disposal policy	Full powers to Head of Projects not below the rank of GM and HOD in case of C.O.			This should be as per duties and responsibilities for disposal of machinery instrument/equipment/ material etc. as per circulars/orders in this regard. Reserve price will be fixed by the Committee comprising the officers as indicated at Sr. No-5 of Annexure –II. IT&C items shall be disposed as per IT&C Policy.
(c)	Transfer of construction plant, equipment (as specified in disposal policy and vehicles within NHDC Projects)	Full powers to HOP / HOD of the concerned division not below the rank of GM.			Subject to fulfilment of all formalities and extant provisions.

S. No (1)	Subject matter of Delegation (2)	GM (3)	DGM (4)	SM (5)	Remarks (6)
17.	Calling of tenders and award of work for replacement, repair & maintenance works.				<p>17. (i) Subject to approval of Cost estimates and adherence to tendering procedures. Cost estimates/ Technical Sanction Order (TSO) are to be approved at the level of approval of award as delegated herein for open tender.</p> <p>(ii) Justifications are to be recorded in respect of Limited / single tender/work order.</p> <p>(iii) Plant/ Structures shall mean all Permanent equipment and appurtenant civil/fabricated structures, of the project. Infrastructure works shall mean all facilities required for construction and operation of the Project /Corporate office including roads, buildings and bridges.</p> <p>(iv) Remarks against Sl. No. 1 and 2 to the extent as applicable shall apply to this delegation also.</p> <p>(v) Alongside DOP clause is applicable for power station/projects / Corporate Office / units for the Running, Repair & maintenance works (including AMC) and is not applicable for supply / service contracts as mentioned in the clause 4 & 26.</p> <p>However, AMC for Service Contract is to be called through GeM wherever applicable.</p>
A.	PLANT/STRUCTURES & Equipments				
(i)	Open tender	7 Crore	40 Lac	15 Lac	
(ii)	Limited tender	3 Crore	15 Lac	7 Lac	
(iii)	Single tender including negotiated tender.	1 Crore	-	-	
(iv)	Spot Work order	15 Lac	75,000/-	40,000	
B.	INFRASTRUCTURE WORKS				
(i)	Open tender	5 Crore	70 Lac	40 Lac	
(ii)	Limited tender	1 Crore	7 Lac	3 Lac	
(iii)	Single tender including negotiated tender	75 Lac	-	-	
(iv)	Spot Work order	15 Lac	70,000/-	40,000	
18.	Approval for the indenting of stock item by materials Dept.	Full Powers	30 Lac	15 Lac	18. These powers shall be exercised by Materials Management to maintain minimum stocks as per norms to prevent stock out.

S. No (1)	Subject matter of Delegation (2)	GM (3)	DGM (4)	SM (5)	Remarks (6)
19.	Approval of indent for issue of material from stores.	Full Powers	Full Powers	Full Powers	<p>19. (i) For non-stipulated items or items in excess of estimates, approval of engineer in charge not below the rank of GM will be obtained.</p> <p>(ii) Issue of non-stipulated materials to the contractors is to be avoided and it may be allowed only in case of exigencies where the requisite material can not be arranged by the contractor in reasonable time and it might delay the work. In the event of issue of non- stipulated materials, the issue rate should be the highest of the following three rate formula-</p> <p>(a) The element of cost of material in the rate quoted by the contractor for the finished item.</p> <p>(b) The market rate prevailing.</p> <p>(c) The stock issue rate of the Corporation.</p>
20.	Authorising payments against Bills for Works/ Supplies/Services (advance, running/final Bills) within contract.	Full Powers	Full Powers	Full Powers	<p>(i) Refer point no. 25 of guidelines for exercising Delegation of Powers.</p> <p>(ii) Powers for release of payments shall be exercised by Engineer In Charge (EIC) only.</p>
21.	Loan of Materials and Plant and Tools to and from other Public Sector Under-takings/ Govt. Departments.	20 Lac p.a	-	-	Subject to adequate security obtained before loaning the material.
22.	Power to hire equipment / Machinery from contractors / private agencies.	50 Lac p.a	50,000/- p.a.	25,000/- p.a.	<p>(i) Rate of hire charges should be comparable with those fixed in the project for similar equipment when hired out to contractors/ private agencies.</p>
					<p>(ii) The period of hiring shall not be more than 15 days at a stretch unless compelling circumstances demand for extension of the period.</p>

S. No (1)	Subject matter of Delegation (2)	GM (3)	DGM (4)	SM (5)	Remarks (6)
					(iii) A clearance from In-charge of the concerned division in the Project-regarding non-availability of the equipment before hiring from the contractors / private agencies should be obtained.
					(iv) Hiring of machines from the contractors/private agencies should be more economical than transporting a departmental machine even when the same is available.
23.(a)	Approval to the encashment of Bank Guarantee.	Full Powers	Full Powers	Full Powers	The Officials under column 4&5 will exercise powers on being designated as Engineer-in-Charge.
23(b)	Approval for acceptance of Bank Guarantees				The Bank Guarantees submitted by the Bidders/Contractors will be accepted by the Engineer-in-Charge if already nominated. Till Engineer-in-charge is nominated, the Bank Guarantees will be accepted by the officer authorized to sign the contract.
24.	Termination / foreclosure of contracts	Full Powers in respect of contracts awarded by lower authority.	-	-	<ol style="list-style-type: none"> 1. In terms of contract provision. 2. Power of GM can be exercised only in case he is HOP/ HOD. 3. Recommendations of engineer in charge is required with proper justification. 4. Finalization of time extension & deviation are to be ensured.
25.	Development of vendors for spare parts etc.				
(a)	Approval to issue advertisement/enquiry to one or more parties.	Full Powers	-	-	

S. No (1)	Subject matter of Delegation (2)	GM (3)	DGM (4)	SM (5)	Remarks (6)
(b)	Identification and selection of vendors based on response to advertisement cited at 25(a) or otherwise for reasons recorded in writing.	Full Powers	-	-	The enquiry, selection, negotiations and placement of trial order etc. shall be in accordance with the approved policy / guidelines that may be issued from time to time.
26 A	<p>According Administrative Approval, calling of tender and award of service contracts related to</p> <p>i) Hiring of Consultancy/Services for various purposes including Geological & Geotechnical works Soil/Rock/ Construction Material Testing/EIA/ EMP studies/R&D works/ conducting Model Studies and specialized tests/tests from external institutions for investigations/ construction/ O&M/R&D schemes, & for any other purpose.</p> <p>ii) Hiring of services of Surveyor/ Valuer</p>	<p>25 Lac</p> <p>10 Lac</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>i) Powers for administrative approval shall be subject to availability of provision in the approved Annual Plan / O&M Budget / Revenue Budget of the FY as applicable to the unit/location. Further, administrative approval shall be accorded by HOD at C.O. / HOP not below the rank of GM.</p> <p>ii) Technical sanction to the estimate shall be accorded by the authority competent to award against open tender (For 26A) up to the level of GM. For the cases beyond the delegated power of GM, Technical sanction to the estimate shall be accorded by MD.</p> <p>iii) Proposals for hiring of services for housekeeping / security shall be accompanied by a certificate to the effect that regular manpower of the category and nature of services involved in the proposal is not available in the concerned unit.</p>
26 B	<p>Hiring of various Manpower services including Security, Housekeeping Operation & Maintenance and for any other purpose etc.</p> <p>a) Administrative Approval</p> <p>b) Calling of Tender & Award</p> <p>i) Open Tender</p>	<p>Full Powers</p> <p>7 crore</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>	<p>iv) Division entrusted with the contract & Procurement functions at the unit/location shall be responsible for the tendering and award formalities of cases falling in the competency of HOP and below. However, for cases falling beyond the competency of HOP , the tender is to be processed at unit/location but the approval of tender documents including the Qualification Requirement (QR) and constitution of Tender Evaluation Committee (TEC) shall be accorded by MD as per delegation to award the work .</p>

S. No (1)	Subject matter of Delegation (2)	GM (3)	DGM (4)	SM (5)	Remarks (6)
	ii) Limited Tender	1 Crore	-	-	<p>v) In respect of cases at Corporate Office, beyond the power of GM, approval of QR shall be accorded by MD. However, the tendering process including approval of tender document, is to be carried out by the Contract Division. Concerned division shall forward the case (along with administrative approval, technical sanction and special terms and conditions of contract) to Contract Division.</p> <p>vi) Tenders shall be awarded as per financial limit given alongside. However, procedure for tendering shall be followed as per remarks given in serial no-2 of section 1 with in policy guidelines as applicable.</p> <p>vii) Award of Contract on single tender/work order basis shall be subject to compliance of Guidelines for award of contract on nomination basis.</p> <p>viii) Alongside DOP is applicable to all proposals of service items on which GST is applicable as per Finance Act.</p> <p>ix) Estimates in such cases is to be prepared on the minimum wages and following other related guidelines issued by HR Department from time to time.</p> <p>x) Extension of time for contracts shall be granted as per delegation under Serial No. 12 of this section.</p> <p>xi) Procurement shall be made from GeM portal wherever applicable as per extant guidelines.</p> <p>For the cases beyond the delegated power of GM, for calling of Tender/ Award of work, administrative approval to the estimate shall be accorded by MD.</p>
	iii) Single Tender including negotiated tender	75 Lacs	-	-	
	iv) Work Order	15 Lacs			

S. No (1)	Subject matter of Delegation (2)	GM (3)	DGM (4)	SM (5)	Remarks (6)
26 C	Approval of Variations during execution of contracts due to scope / quantity variations /Extra substituted items/ due to extension of contract period.	Up to 50% of Contract Value (including approvals at lower value)	-	-	<p>i) Variation on account of extension of contract period due to non-finalization of tenders shall normally be avoided. Advance action shall be taken before expiry of extant contract allowing adequate lead time for tender processing. However, if necessitated due to unavoidable circumstances, subsequent extension shall be allowed with proper justification.</p> <p>The increase in contract value shall exclude price variation and statutory wages revision etc. already built in the contract agreement.</p> <p>ii) Approval of variations due to extension of contract period shall deem to include approval for time extension of the contract also.</p> <p>iii) Rate Analysis of extra / deviated /substituted items, if necessary, shall be carried out through a committee as per Annexure-IV and shall be approved by HOD/ HOP not below the rank of GM. Thereafter, the variation statement on the basis of approved rates shall be processed for approval of competent authority as per sub-delegation given alongside.</p>
27	Waiver for witnessing pre-dispatch inspection/testing of Plants/Equipment at Manufacturer's Works (on shore/off shore) as incorporated in the contract/detailed quality assurance plan.	HOP not below the rank of GM for the Orders placed by the project.	-	-	Reasons should be recorded for waiver in consultation with respective Division.

S. No (1)	Subject matter of Delegation (2)	GM (3)	DGM (4)	SM (5)	Remarks (6)
28	Authorization for signing of Contract	Full powers to authorize an Officer not below the level of GM /DGM for signing of Contract agreement on behalf of Corporation for the Contracts awarded by him or lower authority	-	-	In case of contract awarded at corporate office level, HOD of Contracts shall have full powers to authorize an officer not below the level of DGM for signing contract agreement.
29	Release of Advance Payment for the purposes like advances to: Government Department covered under Annexure- VI. Purchases of Vehicles & Books, Advocates, Chartered Accountant etc.	15 lac	-	-	<ol style="list-style-type: none"> 1) Can be exercised by HOD/ HOP not below the rank of GM. 2) Subject to CVC Guidelines, if any. 3) The advance is to be released in terms of contract or LOA after recording the proper reasons and time line for adjustment by the approving authority. 4) Efforts should be made to get the advance secured. 5) Proper utilization of advances be ensured (deliverables/ reports/ expenditure statement and work completion certificate by the concerned). 6) Approving authority shall review all such cases on quarterly basis.

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
30	Waiver of EMD in case of tenders for supply/Repairs/Services (i.e. for replacement and maintenance of original /existing equipment and spares) by Original Equipment Manufacturers (OEMs) and award of single tender on nomination basis to Government agencies , Autonomous bodies controlled by Government , Public Sector Undertakings and institutes referred in Annexure-VI of DOP.	Full Power	-	-	GM to exercise these powers only as HOP/ HOD.
31	Release of interest free advance/ down payment with or without bank guarantee for procurement of equipments/ spares/ services of experts, from Original Equipment Manufacturers (OEM)	Upto Rs. 1.0 crore	-	-	
32	Local/Spot procurements of services on grounds of urgency for conducting various camps/events/functions etc.	15 Lac	-	-	<p>a) Spot procurement of services should not form a part of a regular procurement of Services and services so procured should be for specific purpose/ occasion.</p> <p>b) The list of services to be procured, with estimated price shall be approved by the competent authority, as per delegation alongside, who shall also sanction their requisite temporary advance to facilitate the procurement of service .</p> <p>c) Indenting Deptt. Should procure the services after a market survey and after determining the reasonableness of the price, which shall be recorded accordingly.</p>

S. No	Subject matter of Delegation	GM	DGM	SM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
					<p>d) Procurement of services beyond Rs. 2.0 lac shall be made by a committee comprising one member each from the indenting Department, Proc. Division & Finance Division. The Committee shall not have executives below the level of E-3.</p> <p>e) The authority for exercising these powers shall be decided on the basis of total procurement requirement of services for particular occasion. Such requirements shall not be broken or done in instalments to bring the value within the powers of the lower authority.</p> <p>f) After procurement of services, a statement of particulars of procurement shall be submitted to the approving authority by the indenting Deptt. A copy of this report shall be sent to Finance Cell for clearing the advance.</p> <p>g) Administrative Approval of HOP not below the rank of GM is required.</p>

SECTION – II DELEGATION OF POWERS FOR HR (All amount in Rs.).

SL No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
1 (i)	Approval of text and release of advertisement/notification on to Employment Exchange for recruitment	Full powers in respect of Workmen	HOD (HR) C.O not below the rank of GM	
(ii)	Constitution of selection Boards for recruitment against sanctioned posts as per laid down procedure	Full powers in respect of Workmen	HOD (HR) C.O not below the rank of GM	
(iii)	Approval of list of candidates to be called for interview for appointment on recommendation of Committee through HR Department.	Full powers	Appointing Authority	
(iv)	Sanction of Expenditure on Recruitment.	Full Powers	HOD (HR) C.O/ HoP not below the rank of GM	
(v)	Grant of TA to candidates called for interview/test.	Full Powers in accordance with TA Rules.	HOD (HR) C.O not below the rank of GM/Head of HR in Projects/Units/HOP not below the rank of GM or any other officer authorized by them.	
2 (a)	Completion/clearance of Training period, subject to observance of policies and rules.	i) Trainee Officers/ Engineers ii) Trainee Supervisors iii) Workmen	GM (HR) at C.O./Head of the Project/Station/Unit not below the rank of GM DGM Sr. Manager	Subject to Orders being issued by the concerned HR Department with a copy to the Corporate HR in respect of Executives and Supervisors.
(b)	Extension of Training period (excluding period of EOL), subject to observance of policies & rules.	i) Trainee Officers / Engineers ii) Trainee Supervisors iii) Trainee Workmen	GM (HR) at C.O./Head of the Project/Station/ Unit not below the rank of GM DGM SM	Subject to Orders being issued by the concerned HR Department with a copy to the Corporate HR in respect of Executives and Supervisors.

SL No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
3 (a)	Approval of satisfactory completion of probation period on recruitment/ Promotion.	Full powers in respect of i) Executives upto the level of Manager ii) Non-Executives including Supervisors	Head of the Dept./Project not below the rank of GM DGM	Subject to orders being issued by concerned HR Department In case DGM is not posted in that Division then SM.
(b)	Extension of probation period on the basis of the Report.	Full powers in respect of employees in concerned Division /Project.	HOP/HOD in Corporate Office not below the rank of GM	Orders to be issued by HR.
4	Acceptance of Resignation of employees	Full powers in respect of i) Executives at the level of Sr. Manager ii) Executives up to Manager, Supervisor & Workmen.	HOD (HR) C.O not below the rank of GM HOD (HR) C.O not below the rank of GM/HOP not below the rank of GM	Before accepting any resignation of an Executive, at least one round of counselling with the Managing Director shall be arranged by Concerned HR division. For Supervisor & Workmen the same shall be done by HOP/HOD not below the level of GM.
5	Expenditure and nomination of employees to attend training/ seminars / conference/workshop etc. within India for short term not exceeding two week			
	A) Internal Training Organized by external/Internal Sources	Full Powers in respect of employees up to level of DGM	HOD (HR) C.O not below the rank of GM/HOP not below the rank of GM	1. Head of Project/Unit/Power Station may exercise full power in respect of statutory training as per electricity rules.

SL No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
	B) External training Programme	Full Powers in respect of executive up to Sr. Manager, Supervisor and workman	HOD (HR) C.O not below the rank of GM/HOP not below the rank of GM	<p>2. In case of training programs organized by CO/Units/ Projects/ Power Stations through Internal/ External faculty members in their individual capacity, fee shall be paid as per the circular issued by HR, Corporate Office regarding Honorarium rates. In case of training organized by NHDC through institutes/ agencies, the professional fees shall as per rates under empanelment. The empanelment of the said agencies/institutions shall be with the approval of Managing Director.</p> <p>3. Financial Limit for the programs, organised by external/internal sources shall include all type of expenditure to conduct such programs /seminars/ workshops including honorarium, participation fees, expenditure on refreshment etc.</p>
6.	To accord permission for delivering lectures functioning as Faculty Members /selection committees etc, in outside Organizations and acceptance of fees /honoraria thereof.	Full powers in respect of employees upto the level of Manager.	HOD at C. O. /HOP not below the rank of GM	Subject to exigencies of work and such guidelines/ instructions as may be issued from time to time by HR Department.
7. (i)	Sanctioning of Tours within India, advance of TA in respect of Corporate Office.	Full Powers in respect of : i) SM to GM ii) Up to Manager	HOD not below the rank of GM GM	Claims for TA Advance in respect of GM and above will, however, be entertained by Finance without prior approval of tour by higher authority. The Controlling Officers for the purpose of countersignature of TA

SL No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
				Bill will continue to be regulated in accordance with clause 3.7 of TA Rules.
(ii)	Sanctioning of Tours within India, advance of TA in respect of Project/Station/Unit employees	Full Powers in respect of : (i) DGM to GM (ii) Jr. Executive to Sr. Manager (iii) Supervisors (iv) Workers	HOP not below the rank of GM GM DGM SM	Tour programmers of HOPs are to be approved by Controlling Authority.
(iii)	To Permit travel by a higher class to non-entitled employees on official tour (excluding Training) subject to exigencies of work. By train /bus	Full Powers in respect of employees working under them	HOP/HOD	
8.	Forwarding of applications of the employees for outside employment	i) Executives up to the level of GM. ii) Non- Executives	HOD/HOP not below the rank of GM	HR Department shall forward the application as per the Policy guidelines of the Corporation. Copies of forwarding application and approval be endorsed to C.O. for information.
9.	To declare as Controlling Officer for the purpose of Medical Reimbursement claims under Medical Attendance Rules	i) CGM and above and Head of Projects/Units/ Power Stations /HOD at CO not below the level of GM ii) DGM and GM	These Officers will be their own controlling officers Head of Projects/Units/Power Stations/ HOD not below the rank of GM	

SL No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
		i) Jr. Executive to SM ii) Supervisors and workmen	Head of Department/ Projects/Units/Power Stations or any Officer not below the rank of DGM nominated by Head of Department / Project /Power Stations/Units. Head of Department/ Projects/ Units/Power Stations or an Officer not below the rank of Manager nominated by Head of Deptt./ Project/Units/ Power Stations	
10	Sanctioning of Leave - CL/EL/HPL	i) HOP, HOD at C.O. and above ii) SM to GM iii) Trainee Engg./officer to Manager iv) AE/Asst Officer and below	Next higher authority Head of Department / Project SM Manager	
11.	Approval for Encashment of leave.	HOD at C.O.,HOP and above SM to GM Trainee Engg./officer to Manager AE/Asst Officer and below	Next Higher Authority HOP/HOD SM Manager	
12.	To permit employees to undertake courses of studies and/or to appear in Examinations/ to attend classes outside office hours for the period of upto 3 years at a time or to pursue correspondence course.	Up to the level of DGM	HOP/HOD not below the rank of GM	Permission referred to alongside shall not be construed to confer any right to the employee in any manner. Copy of the office order will be endorsed to HR Division and Corporate Office.

SL No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
13.	Insurance of personnel matters as per approved policy regarding Conveyance/HBA/Group Insurance etc.	Full powers	GM (HR) in Corporate Office.	
14.	Acceptance of Legal documents for and on behalf of the corporation in respect of Personal advance like HBA, conveyance, Computer etc.	Full powers	SM (HR) of the Corporate Office / Head of the HR wing of the Project irrespective of the designation. In case of non availability of Executive in HR in any of the Project/unit, the next senior officer who is in charge of the Section may be authorized to accept the legal documents.	Under intimation to the HOP.

Matters related to Medical Service

1.	Approval for conducting Health Talks/Medical camps organized at Corporate Office/ Projects in consultation with HOD of Medical Services, Corp. Office/HOD of Medical Services at unit.	1 lakh in each case subject to 5 lakhs p.a.	GM (HR) /HOP not below the rank of GM	
2	A) Approval for purchase of Medicine, lab and X-ray accessories through LPC /Annual Rate Contract or through Rolling Advance (Imprest).	Full Powers	Head of Medical Services at CO / HOP on the recommendations of Head of Medical Services at the Projects / units.	<p>1) Normal requirements of the medicines of the Project should be made in planned manner including through rate contract with authorized pharmaceutical distributors. Sufficient stocks be kept to meet the quarterly requirement.</p> <p>2) List of Medicines is to be prepared by the medical division of the project/unit.</p> <p>3) Institutional rates should be invited from the reputed Pharma companies.</p>

SL No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
				4) Purchases are to be made through Tender process. 5) ARC / purchase will be finalized after approval.
	B.) Approval for purchase of Medicine, lab and X-ray accessories through LPC, ARC or through Rolling advance (Imprest).	up to Rs.10000 per purchase subject to a ceiling of Rs. 50000 in a year.	Head of Medical Services not below the rank of SM.	Purchases are to be made not more than twice in a month. Delegation is to be exercised only to meet contingent and additional requirements of medicines.
	C) Approval for reimbursement of Hearing Aid on the recommendation of consulting specialist	Rs. 10,000 per item subject to annual ceiling of Rs. 10,00,000/-	HOD (HR) C.O not below the rank of GM	Other Artificial Appliances/Gadgets/ Limbs which has not been mentioned in this clause shall be regulated as per Medical Attendance Rules.
3	Approval to purchase of Medical Equipment's for Hospital/ Dispensary	2 lakh pa.	HOP not below the rank of GM	After approval, purchases are to be made through Tender by following other codal formalities.

शक्तियों का प्रत्यायोजन—राजभाषा विभाग से संबंधित मामले

क्र.म.	विषय	वित्तीय शक्तियों की प्रस्तावित सीमा	वित्तीय शक्तियों के प्रयोगार्थ प्रस्तावित अधिकारी	टिप्पणी
(1)	(2)	(3)	(4)	(5)
1.	राजभाषा कार्यान्वयन की सभी मदों (यथा हिंदी पखवाड़ा/हिंदी दिवस/हिंदी संबंधित बैठकें, प्रतियोगिताएं, प्रोत्साहन योजनाएं, शिक्षण-प्रशिक्षण, कार्यशाला, निरीक्षण (विद्युत मंत्रालय एवं गृह मंत्रालय द्वारा निरीक्षण सहित) प्रकाशन, पुस्तकों की खरीद व अन्य विविध कार्यकलाप आदि के संबंध में अनुमोदन।	10,00,000 /— रुपये तक (वार्षिक) 3,00,000 /— रुपये तक (वार्षिक)	महाप्रबन्धक (मानव संसाधन) परियोजना/पावर स्टेशन प्रमुख, जो महाप्रबन्धक स्तर से नीचे न हो	इसके लिए संबंधित परियोजना/पावर स्टेशन/कार्यालय में ही बजट प्रावधान रखना अपेक्षित होगा।
2.	निगम द्वारा पैनलबद्ध किए गए अनुवादों तथा पैनलबद्ध अनुवाद/ टाइपिस्ट उपलब्ध न होने की स्थिति में निर्धारित दरों पर अन्य अनुवादकों/ टाइपिस्ट से अनुवाद/टाइपिंग कार्य करवाने की अनुमति तथा इस कार्य पर आने वाले खर्च का भुगतान।	20,000 रुपये तक वार्षिक	परियोजना/पावर स्टेशन प्रमुख, जो महाप्रबन्धक स्तर से नीचे न हो	इसमें बाहर से अनुवाद/टाइपिंग कराए जाने वाले सभी दस्तावेज यथा—वार्षिक रिपोर्ट, मैनुअल, अन्य प्रक्रिया संबंधी दस्तावेज आदि शामिल होंगे।

SECTION III- ADMINISTRATIVE POWERS

All amount in Rs.

Sl. NO.	SUBJECT MATTER	EXTENT OF POWER	OFFICERS AUTHORISED TO EXERCISE POWERS	REMARKS
1(a)	Acquisition /lease of land along with properties (excluding Purchase from private parties) / filing requisition with Land Acquisition Authorities.	Full powers	HOP not below the rank of GM	Subject to the same being (a) as per requirements of the project, (b) within the approved project estimates and (c) within the award, if any, for payment of compensation.
1(b)	To allow the use of Company's building etc. on rent	Full Powers	(i) HOP of Power Station/Units not below the rank of GM (ii) Head of Estate Services Division of corporate Office not below the rank of GM	No concession in rent be allowed except to Government Agencies. Further all legal formalities required for lease etc. be strictly adhered to.
2.	Office accommodation (i) Hiring of Building	Full powers 75,000 p.a.	HOP not below the rank of GM /In-charge Liaison Office not below the rank of GM In-charge Liaison Office of the rank of DGM / SM	Subject to the same being as per the policy of the Corporation.
	(ii) Repair and Maintenance of Buildings.	Full powers Full powers 75,000/ p.a.	a) HOP not below the rank of GM /In-charge Liaison Office not below the rank of GM b) Head of Estate Services Division of Corporate Office not below the rank of GM. c) In-charge Liaison Office of the rank of DGM/SM	

3.	Field Hostel / Transit Camp / Guest House :			
	i) Hiring of accommodation	Full Powers	HOP not below the rank of GM	
	ii) Repair & Maintenance of accommodation in all cases except Liaison Office.	Full Powers	HOP not below the rank of GM / GM Estate Services Division, Corporate Office	
	iii) Repair & Maintenance of accommodation in Liaison Office.	5 lac p a 75,000 p. a.	In charge of LO not below the rank of GM DGM/SM	
	iv) Declaration of Building as field hostel	Full Powers	HOP not below the rank of GM / Estate Services Division, Corporate Office not below the rank of GM.	Subject to the guidelines issued by HR from time to time
4.	Storage Space (i) Hiring/Leasing	Full Powers	HOP not below the rank of GM / In-charge Liaison Office not below the rank of GM	
	(ii) Repairs and Maintenance	Full Powers	HOP not below the rank of GM / In-charge Liaison Office not below the rank of GM	

5.	<p>A. Purchase of furniture fixture, Kitchen appliances and office equipment.</p> <p>B. Purchase of furniture, fixtures, kitchen appliances and office equipment in Liaison Office, Guest House, Transit Camp/Canteen.</p> <p>i) For initially equipping</p> <p>(ii) For subsequent purchases.</p>	<p>Full Powers</p> <p>15 lac (including approvals at lower levels)</p> <p>7 lac</p> <p>7 lac p.a including approvals at lower levels.</p> <p>2 lac p.a</p>	<p>HOP/HOD (HR/Estate Service) not below the rank of G.M.</p> <p>Head of Liaison Office not below the rank of GM</p> <p>DGM</p> <p>GM</p> <p>DGM</p>	<p>Subject to conforming to the scales/yardstick issued by the Corporate Office.</p>
	<p>(C)</p> <p>(i) Purchase and up-Gradation, expansion of IT and Communication infrastructure.</p> <p>(ii) Hardware/spare parts</p> <p>(iii) System software/system development</p> <p>(iv) Operating/Management/Security systems, technical support, training etc.</p> <p>v) Peripherals and Consumables</p>	<p>Full powers</p>	<p>HOD (IT&C) at C.O. not below the rank of GM</p> <p>HOP not below the rank of GM at Projects</p> <p>Head of the Liaison Office not below the rank of GM</p>	<p>Wherever required, rate contract can also be entered into with the administrative approval of HOD (IT&C) at Corporate Office not below the rank of GM.</p>

	vi) Services in the area of IT & communication including rental / shifting of IT & communication equipment's. vii) Maintenance of System software/ATS/AFS.			
	D)Purchases of Computer Engineering Software	5 Lac p.a.	HOP/ HOD not below the rank of GM	Subject to technical suitability to be obtained from IT&C Division of Corporate Office except in cases of specialized engineering software.
6.1	Repair, Maintenance and upkeep of furniture and fixture, office equipment, IT/Communication/Networking systems etc. except in Liaison Office/R&R Office (Other Than AMC)	Full Power	HOD (IT&C) at C.O. not below the rank of GM in respect of computers, communication and other peripheral devices in Corporate Office and HOD not below the rank of GM (Estate Service)/(HR) in corporate office for other items. HOP not below the rank of GM in the case of Projects.	
6.2	Repair, Maintenance and upkeep of furniture and fixtures, office equipment communication/networking systems etc in Liaison Office/R&R Office. (Other Than AMC)	3 Lac p.a. (including approval at lower levels) 2 Lac p.a. (including approval at lower levels)	GM DGM	
6.3	AMC for computers, furniture, office equipment, communication / networking systems, telephone, photocopy machine etc.	10 Lac	HOD /HOP not below the rank of GM	Normally the contract should not be more than of two years. In case contract is awarded for more than two years/ extension, if any, in exceptional cases, approval of next higher Authority is required.

7. 1	Hiring of office equipment, furniture & fixtures including fans, water coolers etc. (other than Liaison Offices)	Full powers	HOD not below the rank of GM (Estate Services) in Corporate Office HOP not below the rank of GM in the case of Projects/ Power Stations/Units.	
7. 2	Hiring of office equipment, furniture & fixtures including fans, water coolers etc. for Liaison Office.	2 lac p.a. (including approval at lower level) 70,000 p.a (including approval at lower level) 30,000 p.a (including approval at lower level)	GM DGM Sr. Manager	
8.	Hiring of Vehicles for all purpose including official journeys between CO, LO, Projects etc.	Full powers 2 lac p.a. (including approvals at lower levels) 70,000 p.a. (including approvals at lower levels) 30,000 p.a.	HOP/HOD not below the rank of GM. GM/GM In-charge, Liaison Offices. DGM , In charge Liaison Offices SM, In charge Liaison Offices	Normally, contracts should not be for more than two years with the provision of extension of another 01 year depending upon satisfactory service and condition of vehicle subject to normal tendering process. For further extension beyond 3 years but limited to 5 years, approval of next higher authority is required.
9.	Insurance:			
	(i) All Vehicles registered under Indian Motor Vehicle Act.	Full powers	SM	Subject to policy of the Corporation and statutory requirements.

	(ii) Movable Assets including plant and machinery.	Full powers	HOP not below the rank of GM GM, In charge of Assets in Corporate Office	
	(iii) Immovable Assets not covered under the contractor Insurance nor self-insured during construction (Like Office Building/ Administrative Building /Workshop store etc.)	Full Powers	HOD/ HOP not below the rank of GM	Insurance Companies who are members of General Insurance Counsel and registered with IRDA or exempted from the requirement of EMD/ Security Deposit/Bank Guarantee/ Tender Fee at the time of initial application.
	(iv) Transit Insurance.	Full powers	HOP not below the rank of GM. GM, Liaison Offices.	
	(v) Cash including Fidelity Guarantee Insurance	Full Powers Full powers	HOP not below the rank of GM/ Head of Finance of the Project/Corporate Office not below the rank of SM. GM Incharge, Liaison Office	
10.	Purchase of News papers Magazines/Journals periodicals etc. for Office and guest houses/field hostels/ Transit Camps.	Full powers	HOP not below the rank of GM/In-charge Corporate Communication not below the rank of GM	
		7,500 p.a.	HOD not below the rank of GM in Corporate Office and Liaison Office / Company Secretary.	
		5,000 p.a..	In charge, Liaison Office	

11	<p>Purchase of Books, Technical Journals, periodicals, standard Magazines etc. including in electronic form for Corporate Central Library</p> <p>(a) Departmental Libraries in CO</p> <p>(b) Project Libraries</p> <p>(c) Liaison Office</p>	<p>Rs. 1.5 Lakh p.a</p> <p>30,000 p.a.</p> <p>Rs.1 Lakh p.a.</p> <p>10,000 p.a.</p>	<p>In charge Library not below the rank of GM.</p> <p>HOD not below the rank of GM.</p> <p>HOP not below the rank of GM</p> <p>GM</p>	
12	(i) Charges for Postal/ Railway parcels/ Courier / Electricity, water/ Telephone/ Fax/Internet /cellular phone/ Communication equipment's including connections etc. and maintenance thereof as per approved policy & norms.	Full powers	Officer In-charge who look after these services not below the rank of GM in Corporate Office/not below the rank of SM at Projects & Liaison offices.	
	(ii) Sanction for payment of penalty/surcharge relating to above	Full Powers	HOP /HOD not below the rank of GM	
13.	Deposits under Telegraph Deposit Account	Full Powers	In-charge HR- Admn.-Project, DGM(HR-Admn.), CO	

14.	(i) Installation of official & Residential Telephones/ Fax Machine/ mobile phones including CUG/other updated technology introduced from time to time for CO/Projects/Liaison Office/Guest House as per approved policy and norms of the Corporation.	Full powers	HOD (IT&C)/HOP not below the rank of GM/ In-charge Liaison Office/Guest House not below the rank of GM.	Installation of Telephones is to be arranged by concerned division at Corporate office for the officers of CO.
15.	Availing/ hiring of IT & Communication Services including internet/lease line/ VSAT services in the area of IT & Communication from Govt. Organizations/ PSU like DoT, BSNL, MTNL, NIC, NICS, PGCIL, Railtel etc.	Full powers	HOD (IT & C) not below the rank of GM at CO / HOP not below the rank of GM	(i)Power to release advance payment shall be exercised by approving authority in cases of Govt. Agencies/ companies like Dot, BSNL, MTNL, NIC, NICS, PGCIL, Railtel etc. (ii)Prior technical approval is required from HOD (IT & C), CO in case of locations other than CO. (iii) Waiver of e-tendering can also be authorized by approving authority for Govt. Agencies/ Companies as per Annexure- VI (B).
16.	Staff cars and vehicles Repair and Maintenance.	(a) Full powers (b) 1 Lakh p.a. (c) 50,000 p.a.	HOD not below the rank of GM (In-charge of transport) in CO /HOP not below the rank of GM GM/DGM, In charge, Liaison Office SM Incharge, Transport Services in Corporate Office/ SM Incharge, Liaison Office.	HOP/HOD may sub-delegate the powers to the GM, In-charge of Transport Division not exceeding 10,000 in each case with annual ceiling of 2 lakh. This is subject to budget provision and proper control on TA/DA of the employees deputed for the above purpose.

17.	Expenditure for ceremonial occasions, local festivals, Dignitaries visit except Independence Day, Republic Day and NHDC Raising Day for which separate orders will be issued.	2 Lakh per occasion subject to annual ceiling of 7.5 lac 1 lakh per occasion subject to annual ceiling of 5 lac.	HOD (CC/HR) not below the rank of GM. GM/HOP not below the rank of GM	
18.	(1) Purchase of office stationery (including printing and binding)	Full powers 25,000 p.a. 30,000 p.a. (including approvals at lower levels 20,000 p.a. (including approvals at lower levels) 10,000 p.a.	HOD (HR)/ GM Centralized Procurement Division, Corporate office / HOP not below the rank of GM GM/Company Secretary GM In charge, Liaison Office DGM In charge, Liaison Office SM In charge, Liaison Office	

	(2) Printing and publications (including printing of letter heads, Visiting cards, etc.)	<p>Full powers</p> <p>1 lakh per occasion subject to annual ceiling of 7 lakh.</p> <p>Up to 5000 per occasion subject to a ceiling of 1 lakh.</p>	<p>Head of Corporate Communication (CC) not below the rank of G.M.</p> <p>GM (CC)/HOP not below the rank of GM.</p> <p>DGM (CC)</p>	
	3) Purchase of stationery specifically for the meeting of directors	15,000 p a	Company Secretary	
	(4) Printing of Annual Report and communication to shareholders	Full Powers	Head of Corporate Communication (CC)/PR in Corporate office	
19.	(i) Expenditure on Departmental meeting, miscellaneous / petty expenditure at Corporate Office	10,000 per item/occasion subject to annual ceiling of 2 Lacs p.a.	HOD not below the rank of GM	
	(ii) Expenditure on Departmental meeting, miscellaneous / petty expenditure at Project / Units.			
		(a) 20,000 per occasion subject to a ceiling of 5 lakh	HOP not below the rank of GM	
		(b) 2000 per occasion subject to an annual ceiling of 20,000 in a year.	GM in Projects	

		(c) 5,000 per occasion Subject to a ceiling of 50,000 p.a.	DGM, Liaison Office	
		(d) 1000 per occasion subject to a ceiling of 10,000 p.a.	SM, Liaison Office	
	(iii) Farewell Ceremony on superannuation of GMs & Above at C.O (including Memento expenditure)	Full Powers	HOD of Corporate Communication (CC) not below the rank of G.M.	Subject to adherence of relevant circulars from time to time.
20	a) Sanction for payment of demurrage/ wharfage to Railways/Sea Port/ Air authorities or Road Carriers.	15, 000 in each case subject to a ceiling of 3 Lakh per year 3,000 in each case subject to a ceiling of 75,000 per year 1,500 in each case subject to a ceiling of 15,000 per year	GM DGM Sr. Manager	Every effort should be made to get the demurrage/ wharfage waived off from the railways/ Carriers and/or recover the same from suppliers/ contractors where such liabilities have arisen due to the reasons attributable to the suppliers/contractors.

	b) Write off of demurrage/wharf age to Railways/Sea port/Air authorities/Road carriers if recoverable from the supplier/contractors.	<p>15,000 in each case subject to a ceiling of 3 lakh per year.</p> <p>3,000 in each case subject to a ceiling of 75,000 per year.</p> <p>1,500 in each case subject to a ceiling of 15,000 per year.</p>	<p>GM</p> <p>DGM</p> <p>Sr. Manager</p>	Power to write off demurrage /wharfage charges, recoverable from the contractors, shall be exercised by Project Head/Unit Heads. Respective approving authority will maintain proper record.
21.1	Write off a) Any item of equipment, tools, parts and materials lying in stores, T&P and asset items identified during physical verification or otherwise which are unserviceable and cannot be repaired economically and have no further useful life including adjustments of discrepancies during stock verification and/or any claims of recovery against suppliers/contractors on this account	<p>6 lakh in each case</p> <p>75,000 in each case</p> <p>30,000 in each case</p> <p>7,000 in each case</p>	<p>GM at Corporate Office/ HOP not below the rank of GM</p> <p>GM at Project</p> <p>DGM</p> <p>Sr. Manager</p>	<p>Subject to investigation and report by a committee constituted by HOP not below the rank of GM. After the item is written off, the information may be sent to concerned Accounts Division for adjustment. The original value/ issue rate of store price shall be considered for the purpose of write off.</p> <p>However Asset items will be written off at their depreciated value/notionally derived depreciated value.</p> <p>Above Clauses is applicable on 22 a), & b).</p>

	(b) Losses due to theft, pilferage etc. of stores, equipment, tools, materials in each case	Up to 1.5 lakh.	HOP/HOD at Corporate Office not below the rank of G.M.	
	(c) Losses arising out of settlement of insurance claims in each case	Up to 1.5 lakh	HOP/HOD at Corporate Office not below the rank of G.M.	
	(d) Losses arising out of disposal of equipment/ Stores/Spares/scrap etc.	Up to 1.5 lakh	HOP/HOD at Corporate Office not below the rank of GM	These losses are difference between book value / store issue rate of items at the time of disposal and amount realized. Asset items will be written off at their depreciated value/notionally derived depreciated value.
	(e) Settlement of dispute with regard to surcharge, rebate etc. with beneficiaries to reconcile the energy accounts.	Rs. 4 lakh per Beneficiary p.a. under intimation to MD.	Head of Commercial Division (not below the rank of GM)	
21.2	(a) Any shortage in chemicals, lubricants, oils etc. as per the prescribed norms of the manufacturer.	Full Powers as per norms in each case.	GM	

	(b) Beyond norms	Full Powers upto 3% above the norms subject to the ceiling of 3 Lac in each case.	GM	
22.	(a) Write off of Stationery, office equipment's, furniture, books, kitchen appliances, fitting & fixtures etc. like Guest house Items, Mobile Set, TV, LCD, Refrigerator, AC, Music System etc.	1 Lakh in each proposal subject to an annual ceiling of 15 Lakh.	HOP/HOD at Corporate Office not below the rank of G.M.	Items will be written off at their original value/store price except the asset items which will be written off at their depreciated value/notionally derived depreciated value.
	b) Write-off of Outstanding balance appearing against ex-employees except Bond money.	(a) Upto15,000 in each case subject to ceiling of 2 lakh	G.M (HR) – at Corporate Office.	
		(b) Upto10,000 in each case subject to annual ceiling of 1 lakh	HOP not below the rank G.M.	
23	Empanelment and appointment of Arbitrators including rates for professional fees / remuneration etc.	Full Powers in respect of cases involving financial implications up to Rs. 50 Lakhs.	GM.	On recommendation of Law Division.

24.	(i) Appointment of (a) Attorneys, Solicitors, Counsels, Advocates, Consultants including insurance consultant, Legal Firms from approved panel at approved rates of professional fees/ remuneration etc.	Full Powers	HOP/HOD at Corporate Office not below the rank of G.M.	i) On advice from Law wing/Arbitration wing wherever applicable. (ii) A panel of insurance consultant has to be maintained by insurance cell of C.O. (iii) In respect of arbitration cases, appointment of counsels/advocates shall be approved by the authority competent to approve the appointment of arbitrator.
	b) Signing of Vakalatnama.	Full Powers	HOD not below the rank of GM at C.O. / HOP/ DGM (Law)/SM(Law)	After approval of competent authority to engage such Advocate.
	ii) Engagement of Chartered Accountants/ Consultants for accounting work/ Preparation of Manuals; TDS/TCS Returns-Salary/Others etc. and sanction of remuneration.	5 Lakhs per annum	HOD (Finance) not below the rank of GM	
	iii) Audit Expenses including holding of Auditors Meetings and Meeting in connection with audit etc.	Full powers	HOD (Fin.) not below the rank of GM/Company Secretary	
	iv) Engagement of firms of Chartered Accountants/Cost Accountant/ Company Secretaries/Advocates for Tax matters /	(i) 50,000/- in each case subject to a ceiling of Rs. 10 lakhs per annum.	HOD (Fin.) not below the rank of GM / Company Secretary.	

	Company Law matters /Physical Verification of stock/fixed assets etc. and sanction of their remuneration.			
	v) Engagement of firms of Chartered Accountants/Company Secretaries etc. for certification work relating to Tax & remittance of Foreign exchange, Company Law matters etc.	(i) Rs. 20,000/- in each case subject to a ceiling of Rs. 5 lakhs per annum.	HOD (Fin.) not below the rank of GM /Company Secretary	
	vi) Engagement of firms of Chartered Accountants etc. for certification work relating to Tariff purpose.	Rs. 1 lakh in each case subject to a ceiling of Rs. 10 lakhs per annum.	GM (Commercial)/ HOD (Fin.) , not below the rank of GM	
	vii) Miscellaneous legal/arbitration expenses such as expenditure on obtaining legal opinion from outside legal experts. attestation of affidavits, power of attorney etc.	Up to 25,000 in each case subject to 3 lakh p.a.	HOP not below the rank of GM / HOD in C.O. not below the rank of GM	On advice from Law Wing /Arbitration wing where ever available.
	viii) Expenses related to conducting arbitration proceeding	Full Powers	HOD/HOP not below the rank of GM	

	ix) Summoning of witnesses	Full Powers	HOP nor below the rank of GM /HOD in C.O. not below the rank of GM	
	x) (a) Publication of notices, (b) statutory returns, expenses relating to any statutory compliances, courier charges and other misc. expenses	Full Powers Full Powers	Company Secretary Company Secretary	Expenditure for such compliances will also be approved at his level.
	xi) Payment to consultants for Financial services/ subscription for installation of on-line Financial Services Packages.	Rs.5.0 lakh per case subject to annual limit of Rs.20 lakh	HOD not below the rank of GM	
25.	Binding of Books and other related matters	Full Powers. Rs.50,000 p.a.	HOP not below the rank of GM In case of Corporate Office, HOD - not below the rank of GM	
26.	Signing of Pleading, plaints, written statements, affidavits, replies, claims, counter-claims etc. in any legal proceedings before a Courts of Law /Arbitrator on behalf of the Corporation	Full powers	HOP/ HOD at CO or any other Officer not below the rank of E-3 authorized in this behalf by them.	Officer of the concerned Division conversant with the facts/records of the case should only be nominated and authorized.

27.	Signing of Import applications and other related documents on behalf of the Corporation	Full powers	Executive not below the rank of DM as may be nominated by GM In charge of Contracts & Proc Div. in Corporate Office.	Subject to letter of awards/ acceptance and to the verification of Bill of Quantities to be imported.
28(a)	Sanction of expenditure on cancellation of Rail/Bus/Air bookings/ tickets in respect of staff working under them including their own.	Full Powers	HOP/HOD in Corporate Office	Subject to tickets / bookings were made against the approved tour programme.
(b)	Sanction of expenditure on cost of tickets for journey not performed in respect of Employees working under them including for self.	Full Powers	HOP not below the rank of GM /HOD - CO	Subject to tickets / bookings were made against the approved tour programme.
29.	Approval for issue of Advertisements relating to Tender/ Recruitment	Full Powers	GM/Head of the project/Head of CC in CO.	a) Subject to guidelines and policy that may be issued from time to time. b) Subject to approval of the competent authority for invitation of tenders/ recruitment.
30.	Sanction of Departmental Advance to officers against approved expenditure.	(a) Upto 1,00,000 to an executive.	HOP/ HOD not below the rank of GM	
		(b) Upto 20,000 to an executive.	GM	

31	Sanction of permanent recoupable Imprest in each case.	Up to Rs.10,000/-	HOP/HOD not below the rank of GM	Subject to guidelines issued by Corporate Office.
32.	Sanction of expenditure on all type of publicity including Hoardings and Banners, Advertisement other than tenders and recruitment.	<p>(i) Up to Rs.25,000 per occasion subject to annual ceiling of Rs.5 lakh</p> <p>(ii) Up to Rs.10,000 per occasion subject to annual ceiling of Rs. 2 lakh</p> <p>(iii) Upto 5,000 per occasion subject to annual ceiling of 1 Lakh</p>	<p>Head of Corporate Communication (CC) not below the rank of G.M.</p> <p>Head of the Project not below the rank of GM</p> <p>GM(CC)</p>	Text of the Advertisement as per standard format and if not available in consultation with Corporate Communication (CC) Divn.
33(a)	Sanction of expenditure on production, design related to PR.	(a) Up to 20,000 per occasion subject a ceiling of 1 Lakh p.a.	Head of Corporate Communication (CC) not below the rank of G.M.	
33(b)	Sanction of expenditure on participation in exhibition	<p>(a) Upto 1 lac per occasion subject to annual ceiling of 5 lakh</p> <p>(b) Upto 50,000 per occasion subject to annual ceiling of 2 lac</p>	<p>Head of Corporate Communication (CC) not below the rank of G.M.</p> <p>HOP</p>	

34(A)	Sanction of expenditure on documentary film	Full powers	Head of Corporate Communication (CC) not below the rank of G.M.	Subject to in principal approval of MD
34(B)	Sanction of expenditure on photography/videography making of projects / functions including developing and printing of photographs, tracking of TV/Radio coverage and CD/DVD making, digital poster making with or without framing.	(a) Full Power (b) Up to 5,000 per occasion subject to annual ceiling of 50,000	Head of Corporate Communication (CC) not below the rank of G.M. In charge Liaison Office not below the rank of GM	
35(i).	Sanction of expenditure on approved tours of press representative to Projects and other areas of operation/ location.	Full powers	Head of Corporate Communication (CC) not below the rank of G.M.	
35(ii).	Sanction of expenditure on approved press conference/meet.	Full powers	HOP/ Head of Corporate Communication (CC) not below the rank of G.M.	
36	Arrangement of TAC/POE visits to the project and approval of associated expenses once the administrative approval for the formation of the	Full Powers	HOD not below the rank of GM	The expenditure shall be chargeable to the respective project.

	committee is accorded by the concerned Authority.			
37(i)	Drawing, Scanning, Digitalization, Reduction from the market/copies/documentation work from the market/ drawings prepared on CAD from market.	Full Powers.	HOD not below the rank of GM	
37(ii)	Approval for purchase of consumable items related to production of design/ drawings/ CAD drawings not covered under stationary/ computer stationary which are available through stores at Corporate Office.	Full Powers.	HOD not below the rank of GM	Purchase beyond 20,000/- in each case shall be got done through Proc. Division at Corporate Office
37(iii)	On grounds of urgency, items covered under Stationary/Computer Stationary but not available with stores/IT&C/Design Division. (For the purpose of drawing, etc.)	Full Powers	HOD not below the rank of GM	Non – availability certificate from Stores/IT&C etc. shall be obtained.

37(iv)	Maintenance contracts for reprographic machines and other machines related to drawings/purchase of spares etc. (not covered under general office equipment which are normally organized by IT&C / Stores.	Full Powers.	HOD not below the rank of GM	
37 (v)	Expenditure on printing of DPR	Full powers	HOD not below the rank of GM	
38	To undertake CSR & SD initiatives in the vicinity of Power Stations/ Projects/ Units/C.O. or any other place within the budget allocated under the approved CSR & SD scheme along with signing of MOU wherever required.	Full powers	Head of Power Station/Projects/ Units. Head of CSR Division in Corporate Office not below the rank of GM for all other CSR works.	<ul style="list-style-type: none"> i. Powers are to be utilized as per approved CSR Policy / Guidelines/ Companies Act 2013 & Annual CSR Plan of the Company as approved by Board of Directors . ii. Approval of Board of Directors is required prior to undertaking any New CSR & SD activity. iii. While incorporating conditions of Advance payment in the MOU, proper due diligence shall be done by the CSR division/Projects/Power stations and Financial concurrence at the appropriate level shall be obtained.
39	a) Signing of residential lease Agreement, for and on behalf of Corporation. In respect of executives as per standard lease terms vetted by law Department.	Full powers	SM (HR) in C.O./ Head of HR in other offices	

	b) Signing of lease deeds, for and on behalf of Corporation, for hiring accommodation other than residential (in consultation with Law Deptt.)	Full powers	SM	
40	Sanction for sponsorship/ cosponsorship of events including sports events , seminar, workshops, training programme, presentation, discussions including kits, stationery and course material Including serving of lunch/dinner, tea, snacks etc. during the Programme.	(a) Up to 50,000 on each occasion subject to 5 lakh p.a. (b) 20,000 on each occasion subject to ceiling of 1.5 lakh p.a.	Head of Corporate Communication (CC) not below the rank of G.M. HOP not below the rank of GM	
41	Sanction of staff welfare expenditure on organizing sports, cultural, meet, functions, excursions, quizzes, tournaments etc including expenditure on purchase/hire of infrastructural facilities, sports kits and equipment etc. for above	5 lac p a 3 lacs p.a.	Head of Corporate Communication (CC) not below the rank of G.M. HOP (not below the rank of GM)	

42	Approval for expenditure on Public hearing in connection With EIA/EMP studies / Land acquisition.	Up to 1 lac on each occasion subject to 2 lac p.a.	HOD not below the rank of GM	
43.1	Payment of Statutory duties/ taxes/ levies / cess payable under Central & State Act and filing of registration fees/ Charges in respect of CERC/POSOCO/ RPCs and other Statutory Authorities.	Full Powers	HODs not below the rank of GM in respect of cases pertaining to C.O. HOP not below the rank of GM	Subject to prior financial Consultation at appropriate level & contractual provisions.
43.2	Opening of Letter of Credit (LC) by NHDC in favour of RLDC/SLDC deviation pool account fund.	Full powers	HOD of commercial Division not below the rank of GM	
44	Expenditure relating to AGM & other activities relating thereto. (i) Appointment of freelance editor for preparation and write up for Director's reports & annual reports. (ii) Appointment of auditor for Corporate Governance Report/Secretarial Audit	1 lac 2 lac	Company Secretary Company Secretary	

45	Payment of Client registration fees in case of "Regulation of power supply" planned in respect of defaulting beneficiaries	Full Powers	HOD of commercial Division not below the rank of GM	Subject to prior financial consultation at appropriate level.
46.	Finalization, Purchase of Insurance Policy for Power Stations which are not covered under Mega Insurance Policy	Full Power	HOD / HOP not below the rank of GM	In consultation with Corporate Finance / Insurance cell.

ANNEXURE-I (Refer Sl. No. 1.e of Sec. I)**ANALYSIS OF COST ESTIMATE**

Particulars of package/sub-package	Cost as provided in FR/DPR	Cost estimate as now prepared for technical sanction	Variance excess + Less -
a. Supply portion/Works b. Ocean freight in case of foreign supply and insurance c. Inland freight and insurance d. Erection e. Total			

ANALYSIS OF VARIANCES AS GIVEN AT COL. 4 ABOVE*

	Particulars	Value
a. Due to FR/DPR being under estimate b. Due to increase/decrease in scope c. Due to price varying between the date of preparation of FR/DPR and the date of preparation of cost estimate. d. Due to Technological changes e. Due to geological/Terrain changes f. Any other reasons		Note: Attach explanatory note, if necessary

Prepared By	Checked By
Approved by	Seen in Finance by

Constitution of Tender Evaluation Committee (TEC)

The Prequalification /Tender Evaluation Committee (TEC) shall be constituted at the level indicated below:

Annexure-II

S. No.	Description	Beyond Delegated Powers of CGM/GM	Within Delegated Powers of CGM /GM	Within delegated Powers of DGM	Within delegated Powers of SM
(1)	(2)	(3)	(4)	(5)	(6)
1	All Civil Contracts	i. GM (Contract/CP&A) ii. GM (D&E) iii. GM (Fin.) iv. GM (Cost Eng Division/P&CE/ Technical) v) Project representative not below the rank of GM	i) DGM/SM (Works) ii) DGM/SM(Contracts /CP&A) iii) SM(Fin)/ MANAGER (Fin.)	i) SM/ MANAGER(Works) ii) SM/MANAGER (Contracts /CP&A) iii) MANAGER/DM(Fin)	i) MANAGER/DM(Works) ii) MANAGER/DM (Contracts /CP&A) iii) DM (Fin)
2	Hydro Mechanical Contracts	i. GM (Contract/CP&A) ii. GM (D&E) iii. GM (Fin.) iv. GM (Cost Eng Division/P&CE/Technical) v) Project representative not below the rank of GM	i) DGM/SM (Works) ii) DGM/SM (Contracts /CP&A) iii) SM Fin / MANAGER (Fin.)	i) SM/MANAGER (Works) ii) SM/MANAGER (Contracts /CP&A) iii) MANAGER/DM(Fin.)	i) MANAGER/DM(Works) ii) MANAGER/DM (Contracts /CP&A) iii) DM (Fin.)
3	Electrical Contracts	i. GM (Contract/CP&A) ii. GM (O&M) iii. GM (Fin.) iv. GM (Cost Eng Division/P&CE/Technical) v) Project representative not below the rank of GM	i) DGM/SM (Works) ii) DGM/SM (Contracts /CP&A) iii) SM/Manager (Fin)	i) SM/MANAGER (Works) ii) SM/MANAGER (Contracts /CP&A) iii) MANAGER/DM (Fin)	i) MANAGER/DM(Works) ii) MANAGER/DM (Contracts /CP&A) iii) DM Fin
4	Purchase of Generating Equipment's and construction equipment's including spares	i. GM (Contract/CP&A) ii. GM (O&M) iii. GM (Fin.) iv. GM/DGM (Procurement Contracts/ CP&A) v) Project representative not below the rank of GM	i) DGM/SM (Works) ii) DGM/SM (Contracts /CP&A) iii) SM/Manager (Fin)	i) SM/MANAGER (Works) ii) SM/MANAGER (Contracts /CP&A) iii) MANAGER/DM(Fin)	
5	Other Purchases/ Services not covered under Serial No.1 to 4	i. GM (Contracts/CP&A) ii. GM (Fin.) iii) Project representative not below the rank of GM/GM concerned at CO.	i) DGM/SM (Contracts/CP&A) ii) DGM/SM (Concerned works)	i) SM/MANAGER (Contracts/CP&A) ii) SM/MANAGER (Works) iii) MANAGER/DM (Fin)	i) MANAGER/DM(Works) ii) MANAGER/DM (Contracts/CP&A) iii) DM Fin

	above		iii) SM/Manager (Fin)		
S. No.	Description	Beyond Delegated Powers of CGM/GM	Within Delegated Powers of CGM /GM	Within delegated Powers of DGM	Within delegated Powers of SM
(1)	(2)	(3)	(4)	(5)	(6)
6	All Wind/Solar Contracts	i. GM (Contract/CP&A) ii. GM (BD) GM (O&M) iii. GM (Fin.) iv. GM (Cost Eng Division/P&CE/Technical) v) Project representative not below the rank of GM	i) DGM/SM(BD/Works) ii) DGM/SM(Contracts /CP&A) iii) SM/MANAGER(Fin.)	i) SM/ MANAGER(BD/Works) ii) SM/ MANAGER(Contracts /CP&A) iii) MANAGER/DM(Fin.)	i) MANAGER/DM (BD/Works) ii) MANAGER/DM (Contracts/CP&A) iii) DM(Fin.)

Note : Where formation of Committee has not been defined/available in the relevant clauses of DOP, in such cases committee should be constituted in accordance with S. No. 5 of Annexure-II of DOP. The level of officers of the Committee should be strictly maintained but discipline of committee members may be decided by the Approving Authority as per availability and functional requirement.

Remarks:

- Tender will be opened by the duly authorized officer (not more than one rank below the concerned member of TEC) of the concerned contract / Procurement wing in association with finance representative {not more than two ranks below than the concerned member of TEC and not below the rank of AO in respect of Power under column (5) & (6)}.
However, for E-Tendering Process at Project, the level of TOC may consist Executive(s) not below the rank of AM in case of non-availability/ absence of required level of executive(s) or non-availability of DSC of required level of executive(s), duly recorded in file.
- Remarks for serial no. 3&4 and column no.3&4: When the above committee is to be constituted.
 - In case of construction equipment including spares, one of the members will be from concerned division of Corporate Office.
 - In case of purchase of generating equipment's including spares for Construction project/Renovation & Modernisation works and major equipment's/packages of O&M Project, one of the members will be from concerned division of Corporate Office. For other works/procurement except above, in case of O&M Project, one of the members will be from O&M Division.
- In case of tendering process through GeM, Committee member who is also Primary User for GeM will not be required to submit online evaluation on GeM Portal, however, he/she will sign as Committee member on offline documents/report as case the may be.

ANNEXURE-III (Refer Clause Sl. No 10 Section-I)

CONSTITUTION OF STANDING COMMITTEE FOR RATE REVISION /ANALYSIS

Standing Committee Members will be as follows:

- (i) Concerned GM/ DGM of the Works
- (ii) Concerned GM/ DGM of Cost Engineering/ P&CE/Technical Division
- (iii) Concerned GM/ DGM of Contract Division /CP&A Division
- (iv) GM / DGM (Finance).

ANNEXURE-IV (Refer Sl. No 11 of Section-I)

CONSTITUTION OF RATE REVISION/ANALYSIS COMMITTEE

The Committee shall be constituted at the levels indicated below:

Committee for revision of rates within the delegated powers of GM

- i) SM/Manager (Works)
- ii) Manager /Dy. Manager (Finance)
- iii) SM/Manager (Project Contracts)

POLICY GUIDELINES FOR FINANCIAL CONCURRENCE

Preamble

The objective of these guidelines is to protect financial interests in decision making while ensuring financial propriety as a part of internal control system. The internal control is exercised through the vetting and concurrence by Finance department so that decision making is in accordance to the policies, guidelines, rules, regulations, provision of budgets etc. and to ensure the decision is beneficial to the Company

The financial concurrence facilitates achievement of transparency in the decision making which is subject to the security of various government agencies like audits etc.

Guidelines

1. Financial Concurrence -Procedural Aspects.

- The financial concurrence shall be prior to the approval by final approving authority. It will be done by an officer from finance Department who is normally not more than two levels below the approving authority except where an officer in required grade is not posted.
- All proposals requiring approval of MD/Board shall be concurred by head of finance .
- In case of disagreement between the views of the concurring authority and approving authority, the approving authority may overrule the advice of the concurring authority and record the reasons in writing. However, such cases shall be brought to the notice of the authority one level higher than the approving authority. The one level higher authority shall not be below the level of GM.
- In case where either the required financial concurrence is not taken or the intimation regarding the over ruling of the advice of the concurring authority is not brought to the notice of the authority one level higher than the approving, such approvals shall not be considered as approval and approving authority shall personally be liable for all consequences.
- To provide flexibility and to meet the administrative requirements, the financial concurrence within the competence of Head of Finance may be sub delegated by Divisional Finance, HOD's to the officers subordinate to him with the approval of M.D.

2. Matters Requiring Financial Concurrence.

All matters bearing financial implications shall require financial concurrence such as:

2.1. Budget

- Capital & Revenue Budget
- Re-appropriation of Capital & Revenue Budget

2.2 Capital Investment

- Proposal for Capital Investments in new schemes & Revised Capital Cost of the approved schemes.

2.3 Works, Purchases & Services

- Estimates for works/purchases/Services – more than Rs.2 lakh
- Evaluation and acceptance of tenders including commercial terms & conditions.
- Issue of works/purchase orders – more than Rs.2 lakh
- Negotiations with tenderers regarding price and/or the terms & conditions of the contract (subject to CVC guidelines/clarifications).
- Variations in the standard terms & conditions of contracts
- Any change in the quantity, terms and conditions and scope of the concluded contracts.
- Any changes in the rates of concluded contract (excludes impact of statutory changes as per contract) agreed to in the approved contract.
- Advance payment to contractors/suppliers with or without security
- Termination of contracts

2.4 Claims, write offs & Waivals.

- Referring disputes for arbitration or initiating court cases
- Settlement of disputed claims outside the court of law
- Grant of compensation to any party (excludes statutory requirement)
- All write off of losses, book debts, claims, recoverable and advances.

2.5. Personnel

- Proposals involving variations with reference to the existing wages structure, emoluments, perquisites and service rules including negotiations with Unions on such matters.
- Sanction of recoverable advance to employees in excess of budget provisions.
- Payments to employees in respect of matters not covered by specific rules including ex-gratia payment.

2.6 General

- Price fixation of products/materials/services (including discounts, rebates and incentives to customers) for sale
- Expenditure on publicity schemes more than Rs. 1 lakh.

- Contribution to External Agencies more than Rs. 1 lakh.
- Fixation of rent for quarters, lands, building etc. belonging to the Corporation
- Hiring of office accommodation, plant & machinery etc.
- Advance payment to outsiders with or without security
- Permitting credit arrangements for outside parties
- Disposal of materials – Surplus or otherwise
- Arrangements relating to handling of cash
- Matters relating to the change in the accounting systems

3. Matters Not Requiring Financial Concurrence.

Following matters are specifically excluded from financial concurrence.

3.1 Works and Purchases & Services.

- Orders for work ,purchases & services of Rs. 2 lakh and below.
- Financially vetted estimates prepared on the basis of Project Schedule of Rates for Work orders would not require financial concurrence for award of work order.

3.2 Personnel

- Sanction of advances, benefits and payments to employees within the rules & regulations and approved schemes of the Corporation.

3.3 General

- Legal charges and other professional fees upto Rs.1,00,000/- in each case.
- Expenses incurred on tender publication, Publication of notices as per the norms of the Corporation and advertisement for Recruitment.
- Other advertisement upto Rs. 5 lakhs.
- Publicity expenses upto Rs. 1 lakh
- Sanction of Imprest.
- Any proposal upto Rs 2 lakhs

4. Financial Concurrence – Scope Limitations

In order to avoid duplication of jobs, the following shall not be within the scope of financial concurrence and the project initiating Department/agency shall be wholly responsible for:

- Arithmetic accuracy of all calculations indicated in the proposals.
- Factual accuracy of technical analysis and assumptions thereof as indicated in the proposal.
- Factual accuracy of technical, statutory requirements and their compliance like explosive Rules, Factory act, Environmental Acts, various Safety Rules etc.

5. Changes in Guidelines.

Any changes in above guidelines can be approved by MD considering exigencies of work, nature of transaction, need and extent of financial concurrence requirement, adequacy of internal control system etc.

**ANNEXURE- VI (Ref. Clause 8 to guidelines)
List of Institutes under Exempted category**

(A) In case of Consultancy Assignments / Special studies/Research work/Testing/Verification/Evaluation to be carried out by institutions like

1	Advanced Material Processing Institute (AMPRI)
2	Archaeological Survey of India (ASI)
3	Botanical Survey of India (BSI)
4	Central Soil and Material Research Station (CSMRS)
5	Central Water and Power Research Station (CWPRS)
6	Central Inland Fisheries Research Institute (CIFRI)
7	Central Road Research Institute (CRRRI)
8	Central Power Research Institute (CPRI)
9	Central Govt. / State Govt. promoted Testing houses/ Research Institutions/Academic Institutions.
10	Central Water Commission (CWC)
11	Central Electricity Authority (CEA)
12	Disaster Management Institute (DMI), Bhopal , GoMP
13	Forest Research Institute
14	Geological Survey of India (GSI)
15	Gujarat Engineering Research Institute (GERI)
16	Indian Institute of Technology (IITs)
17	Indian Institute of Tropical Meteorology (IITM)
18	India Meteorological Department (IMD)
19	Indian Institute of Science (IISc)
20	Indian School of Mines (ISM)
21	Indian Council of Forestry Research & Education (ICFRE)
22	Indian Institute of Geomagnetism (IIG)
23	Indian Institute of Management (IIMs)/Indian Institute of Forest Management (IIFM)
24	National Institute of Rock Mechanics (NIRM)
25	National Institute of Hydrology (NIH)
26	National Remote Sensing Centre (NRSC)
27	National Council for Cement and Building Material (NCCBM)

28	National Environmental Engineering Research Institute (NEERI)
29	National Botanical Research Institute
30	National Institute of Wind Energy (NIWE)
31	National Institute of Solar Energy (NISE)
32	National Institute of Disaster Management (NIDM)
33	National Institute of Fire Safety Engineering (NIFSE)
34	National Geophysical Research Institute (NGRI)
35	National Institute of Technology(NIT's)
36	Survey of India (SOI)
37	Universities established under the Act of Parliament / State Legislature
38	Wildlife Institute of India (WII)
39	Water & Land Management Institute (WALMI)
40	Zoological Survey of India (ZSI)

(B) In case of providing Services for Communication Infrastructure, Leased Line, V-Sat, Data centre etc required by IT&C Division only to be carried out by institutions like

41	Bharat Sanchar Nigam Limited (BSNL)
42	Mahanagar Telephone Nigam Limited (MTNL)
43	National Informatics Centre (NIC)
44	National Informatics Centre Services Inc.(NICS)
45	Power Grid Corporation of India Ltd. (PGCIL)
46	Railtel