



HIMACHAL PRADESH POWER TRANSMISSION

CORPORATION LTD.

(A State Govt. Undertaking)

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HPPTCL/ P&A./BOD/39th/Cir.28-8124-46

29th Sept, 2018

OFFICE ORDER

In pursuance of approval of the Board of Directors accorded in its 39th meeting vide any other Agenda item under the heading- Approval of Delegation of Financial Powers under Revenue Head & Technical Instruction on Estimates, as per Annexure-G & H of the said Memorandum, the HPPTCL is pleased to circulate said Delegation of Financial Powers & Technical Instruction on Estimates for information and compliance by all concerned in HPPTCL with immediate effect.

The Delegation of Financial Powers approved by the Board of Directors under revenue head is enclosed herewith as Annexure-G and Technical Instructions on estimate as Annexure-H.


Dy. General Manager (P&A)
HPPTCL
Himfed Bhawan, Panjari
Shimla-171005
dgmpa@hpptcl.in


Enclosed: Annexure-G, Annexure-H

HPPTCL/ P&A./BOD/39th/Cir.28-8124-46

29th Sept, 2018

Copy to:

1. PS to Managing Director HPPTCL, Shimla-05-for kind information.
2. PS to Director (Projects) HPPTCL, Shimla-05-for kind information.
3. PS to Director (P&C) HPPTCL, Shimla-05-for kind information.
4. General Manager (Project) HPPTCL, Shimla-05-for kind information.
5. General Manager (C&D) HPPTCL, Shimla-05-for kind information.
- 6-13. All AGMs/DGMs working under HPPTCL.
- 14-21. All Sr. Managers working under HPPTCL
22. All concerned in HPPTCL.


Dy. General Manager (P&A)
HPPTCL
Himfed Bhawan, Panjari Shimla-05

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HIMACHAL PRADESH POWER TRANSMISSION CORPORATION LTD.

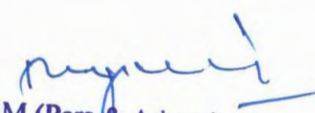
DELEGATION OF FINANCIAL POWERS OF HPPTCL

REVENUE WORKS


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers Revenue Powers	Remarks
1	ADMINISTRATIVE APPROVAL			
Administrative Approval & Expenditure Sanction subject to approval on CAPER PLAN & ANNUAL PLAN BY BOD				
i)	To accord administrative approval for works other than buildings	BOD	Full power	
		MD	Rs. 5 Crore	
		Director	Rs 1 Crore	
		GM	Rs 50 Lakh	
		DGM/AGM	Rs. 2.50 Lakh	
		Sr. Manager	Rs. 1.25 Lakh	
		Dy. Manager	Rs. 0.30 Lakh	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
ii)	To accord administrative approval in respect of minor works other than the construction of building for which no specific funding arrangement is tied, but are otherwise required to be executed in the exigencies of works subject to prior budgetary provisions.	Director (Projects) GM (P)	Rs 1 Crore Rs 30 .00 Lakh per case	The detailed estimate shall not exceed Rs. 30 Lakh . The works proposed shall be completed within the same financial year. GMs shall exercise their powers after approval from the concerned Director within the overall limit of Rs. 2.5 Crore Per Annum
iii)	To accord Administrative approval to estimates of	BODs MD	Full power Rs 25 Lakh.+	Subject to the condition that budget is available & estimate is sanctioned by competent authority


DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
	expenditure in connection with existing buildings.	Director Concerned	Rs 5 Lakh.	
		GM	Rs.2.50 Lakh.	
		DGM	Rs. 1.25 Lakh.	
		Sr. Manager	Rs. 0.50 Lakh.	
iv)	Administration approval for special repair of vehicles other than heavy vehicles, EOT Cranes in Sub-Stations ,Sub-Station T&P and any other movable asset	MD Director Concerned	Full power Up to Rs. 4 Lakh in each Case.	These powers shall only be exercised provided vehicles/ other machinery/T&P can be safely and economically used after repair to render useful services. The expenditure so incurred can be effectively recovered.
		GM	Rs 1 Lakh in each case subject to max. Rs 5 Lakh Per Annum	
		DGM	Rs. 0.5 Lakh in each case subject to max Rs 2 Lakh Per Annum	
		Sr. Managers	Rs. 0.25 Lakh subject to max Rs. 1 Lakh Per Annum.	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
v)	Special repair & R/R of all kind of works (other than vehicles and repair and maintenance of buildings.)	BOD	Full Powers	i)GM concerned shall however exercise full powers against calamity relief funds as per allocation made by MD/BOD. ii)For EHV/HV Sub-Stations, Lines works for which prudent cost DATA is available, estimate shall be approved as per Technical Instructions on Estimates(TIE).
		MD	Up to Rs. 5 Crore.	
		Director Concerned	Up to Rs. 1 Crore	
		GM	Rs 50 Lakh in each case as per TIE wherever applicable & subject to availability of budget.	
		DGM	Rs. 2.50 Lakh in each case as per TIE- wherever applicable & subject to availability of budget with prior approval of GM concerned.	


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REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
		Sr. Manager	Rs.0.50 Lakh in each case as per TIE wherever applicable & subject to availability of budget with prior approval of GM concerned.	
vi	Special repair of residential and non-residential complexes.	GM	Rs.5.00 Lakh Per Annum	Subject to the Provision in CAPEX Plan and budgetary provisions further the estimate shall be approved by the Director concerned.
		DGM	Rs. 2.50 Lakh Per Annum	
		Sr. Manager	Rs. 1.00 Lakh Per Annum	
2	TECHNICAL SANCTION			
i)	To accord technical sanction to detailed	GM	Full power strictly as per TIE wherever applicable	i)The works exceeding the power vested shall be approval by the Committee comprising of Director(P) and Director (C&D)) and in respect of deposit works
		DGM	Rs. 30 Lakh	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
	estimates for RM works.	Sr. Managers	Rs.2.50 Lakh	no A/A & E/S would be required and GM shall have full power to accord Technical Sanction up to the amount delegated.
		Dy. Managers	Rs.0.25 Lakh	ii)For EHV/HV Sub-Stations, Lines works for which HPERC approved cost DATA is available, estimate shall be approved as per TIE provision
ii)	To accord technical, sanction to detailed estimates for maintenance and special repair of works during Construction only.	GM	Full power	The expenditure shall be restricted to within 1% of the project cost.


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
3	AGGREMENT			
i)	Acceptance of lowest tender or award of works by negotiations.	BOD	Full power	Subject to the provision in Annual plan & availability of budget. The processing of the case for award shall be done only after exhausting the detailed process of evaluation as detailed in the DOFP. However, the responsibility shall rest with the authority heading the committee. The constitution of authorized committee shall be as provided in the DOFP of HPPTCL.
		MD	Rs.6.25 Crore	
		Director	Rs.2.50 Crore	
		GM	Rs.1.25 Crore	
		DGM	Rs. 15.00 Lakh	
		Sr. Managers	Rs. 5.00 Lakh	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
<p>NOTE: - Above Powers are subject to the following conditions.</p> <p>There is properly technically sanctioned detailed estimates.</p> <p>If lowest tender is higher than 5% above the estimate/ cost data rates, approval of next higher authorities should invariably be obtained.</p> <p>If the tender other than the lowest is accepted, approval of the next higher authority shall be obtained. In case of GM, the next higher authority shall be Director.</p> <p>In all cases where the value of tender is Rs. 100 Lakh or above, prior financial concurrence is mandatory. The financial concurrence shall have to be decided within two weeks of the case submission in F&A wing.</p>				
ii)	Award of work without call of tenders in emergent case.	BOD	Full power	
		MD	Rs. 25.00 Lakh	
		Directors	Rs. 15.00 Lakh	
		GM	Rs. 3.00 Lakh	
<p>Note: - This power should be utilized sparingly and in emergency only and the emergent conditions have to be recorder and these powers are to be exercised under intimation to the next higher authority.</p>				


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
iii)	Award of work of through work order for works and repairs.	<p>Sr. Managers</p> <p>Dy. Managers</p>	<p>Rs. 0.50 Lakh at a time subject to maximum of Rs. 6 Lakh Per Annum</p> <p>Rs. 0.10 Lakh at a time subject to maximum of Rs. 1.0 Lakh Per Annum</p>	<p>Subject to the conditions that:-i) In case of specific works the overall cost is within 5% of the sanctioned estimate.</p> <p>ii) These powers shall not be applicable for the purchase of the materials.</p> <p>iii) Rates offered are reasonable and any attempt to over profiting by the contractor is guarded against.</p> <p>iv) The total quantity of work is not split to bring it within the powers of work orders.</p> <p>The essence is that this power shall be used for the execution of work which are predominately labor intensive. Any attempt to purchase the material through this route is strictly banned.</p> <p>NOTE:.. The prior permission of DGM concerned shall have to be obtained if the annual limit as vested to Sr. Mangers is exhausted.</p>
iv)	To accord sanction to extra items.	<p>BOD</p> <p>MD</p> <p>Director</p>	<p>Full powers</p> <p>Up to (10%) of the awarded amount of work.</p> <p>Up to (05%) of the awarded amount of work.</p>	<p>i)Rate of extra item has to be justified with rate analysis/market rates</p> <p>ii) The provision of the extra items shall be made in the revised estimate.</p> <p>iii) These power shall be used only after the prior approval of the next higher authority /design unit wherever relevant.</p>


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REVENUE WORKS

Sr. No.	Name of Powers	Authority to whom delegated	Extent of powers	Remarks
			Revenue Powers	
		GM	Up to (03%) of the awarded amount of work.	
v)	To accord sanction to substitute items.	MD	Full powers on the recommendations of Director concerned.	Substitution shall be only for justified technical reasons i) Rate of the substitute item has to be justified with rate analysis/market rates. ii) The provision of substitute items shall be made in the revised estimate, irrespective of amount.
		Director	Additional Up to 50% of the awarded cost of items of work which are being substituted	
		GM	Additional Up to 30% of the awarded cost of items of work which are being substituted	
		DGM	Additional Up to 15% of the awarded cost of items of work which are being substituted	


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REVENUE WORKS

vi)	To accord sanction to Deviation in quantities.	<p>a) IN THE EVENT OF DEVIATION UP TO 3% OF THE AWARD AMOUNT:</p>		<p>REMARKS [vi]</p> <p>NOTE:</p> <p>i)Administrative Approval for Revised Estimates after deviation within the range 3% shall not require any financial concurrence from the F&A wing. However , Financial concurrence of the respective accounting unit (Supdt .D/A in case of Sr. Manager/ AAO in case DGM and AO in case GM (nearest AAO in case where AO is not posted in O/o GM)) shall be obtained before according approval deviation up to 25%</p> <p>ii) In cases, the T/S is required for the revised Estimate: the powers for T/S for the revised estimate shall be as per the powers delegated to the respective authorities under existing DOFP.</p> <p>iii)Progressive payments up to 103% shall continue to be released by the field units subject to the approval of deviation in quantity after requisite financial concurrence, Administrative approval and technical sanction</p> <p>iv)It is to be noted that in such cases where the item-wise rates exceed the 25% limit as compared to the estimated rates, if the deviation in quantity in such cases exceeds 25% the execution of such works shall be done only after approval of next higher authority.</p> <p>v)Deviation shall be for technically justified reason only.</p>
		GM	In respect of initial works awarded by GM/Director/MD/BOD the powers to sanction deviation upto 3% of the total award amount shall be vested with the GM	
		DGM	In respect of Initial works awarded by DGM, the powers to sanction deviation upto 3% of the total award amount shall be vested with DGM.	
		Sr. Manager	In respect of the works awarded by Sr. Manager the powers to sanction deviation upto 3% of the	


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REVENUE WORKS

	total award amount shall be vested with Sr. Manager.
b) IN THE EVENT OF DEVIATION BEYOND 3% OF THE AWARD AMOUNT:	
BOD	i) Full Powers on recommendation of MD if the deviated amount exceeds 25 % of the awarded amount in respect of works awarded by Director/MD/BOD
MD	i) In respect of Initial works awarded by Director/MD/BOD, if the deviation is beyond 3% of total award amount the powers to sanction deviation upto 25% of total


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	<p>award amount shall be vested with MD.</p> <p>ii) Full Powers on recommendation of Director Concerned if the deviated amount exceeds 25 % of the awarded amount in respect of works awarded by DGM/GM.</p>
Director	<p>In respect of Initial works awarded by GM, if the deviation is beyond 3% of total award amount the powers to sanction deviation upto 25% of total award amount shall be vested with Director.</p>


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REVENUE WORKS

GM	In respect of Initial works awarded by DGM, if the deviation is beyond 3% of total award amount the powers to sanction deviation upto 25% of total award amount shall be vested with GM.
DGM	In respect of Initial works awarded by Sr. Manager, if the deviation is beyond 3% of total award amount the powers to sanction deviation upto 25% of total award amount shall be vested with DGM.


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
vii)	Award of work for getting repair /AMC from original manufactures or their authorized dealer in case of equipment, relays power transformer battery charger, CTs, PTs /CVT damaged cells of capacitor banks. Metering equipment i.e. meter, CT/PT of consumer end, DTR shall not be repaired from outside.	GM	Revenue works Rs. 50 Lakh	Subject to the conditions that the committee constituted by the next authority approves the damage report and clears the case for the repair in case of power transformer and other equipment
		DGM	Rs. 0.50 Lakh in each case max. Rs. 5 Lakh Per Annum	
		Sr. Managers	Rs. 0.25 Lakh in each case max. Rs. 1.00 Lakh Per Annum	
viii)	To sanction service charges for the deputation of service Engineer of	GM	Full Power	


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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
ix)	original equipment manufacture or their authorized representative /dealers of Transmission lines and sub/ Stn. Equipment for inspection and their repairs To make advance payment for the deputation of above service Engineer	Director	Full Powers	The advance payment can be allowed by GM concerned after justification
		GM	50% of the bill raised subject to max Rs 3.00 Lakh	

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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
4	/Lab Govt test house without calling quotations . PURCHASE:-	Sr. Manager	Rs. 0.25 Lakh in each case max. Rs. 2.50 Lakh Per Annum	
i)	To sanction purchase of material including equipment and T&P against the approved requirement through Govt. e-Marketplace(GeM)	BOD	Full Power	Provided that stock limit sanctioned for six months is not exceeded at any time by such purchase and material is used within six months of purchase.
		MD	Rs.5 Crore	
		Director	Rs. 50 Lakh	
		GM	Rs.20.00 Lakh Per Annum	


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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
		DGM	Rs. 5 Lakh Per Annum	
ii)	Purchase the tyres & tubes from certified authorized dealers only through call of quotations.	GM	Rs. 1.50 Lakh per case max. Rs. 10.00 Lakh Per Annum	i) The tyres and tubes can be procured from HP Agro Industries Corporation on single quotation or Rate Contact or through GeM. ii) Minimum of three quotations form certified authorized dealers of different tyre manufacturers are called & certificate to the effect is taken that rates are minimum & are the same as being charged from other Govt. Department.
		DGM	Rs. 0.50 Lakh per case subject to max. Rs. 2.5 Lakh Per Annum	
		Sr. Managers	Rs. 0.25 Lakh per case subject to max. Rs. 1.50 Lakh	
iii)	Purchase through quotations / tenders for stock and works. Including ,T&P	GM	Rs. 2.50 Lakh at a time subject to a max .Limit of Rs 50.00 Lakh per circle Per Annum	i) All purchase shall be against specific work with approval estimate & availability of budget. The purchase shall be on need basis as per the requirement advanced by the subordinate offices and 5 Nos. Quotations shall be called through registered post where the items are not available


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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
		DGM	Rs. 0.50 Lakh at a time with ceiling of 4 Lakh per PIU Per Annum	on rate contract. The procured material shall be used within six months of purchase. ii) The items costing up to Rs 2000/- per item can be purchased without calling quotations.
		Sr. Managers	Rs.0.25 Lakh at a time with ceiling of 5 Lakh Per Annum	Power of J.E. shall be exercised by Dy. Managers if J.E.s are not posted/available.
		Dy. Managers	Rs.10000 subject to max. 0.50 Lakh Per Annum	
		JEs	Rs.2000/- subject to max. 0.30 Lakh Per Annum	
iv)	P.O.L for other vehicles (Light /Heavy) other than attached vehicles.	DDO	Full powers as per requirement	


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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
v)	Purchase of transformer oil from Govt. agency in case of emergency subject to approval of competent authority	GM	Full power	Subject to approval of the concerned Director
vi)	Proprietary articles from original manufactures or their authorized dealer for use on works (Subject to condition that purchases are made against the sanctioned estimates /works and availability of budget	GM	Full Powers	Note:- The advance payment if required to be made can be allowed by GM concerned after justification.
		DGM	Rs.1.25 Lakh subject to max. 10 Lakh Per Annum	
		Sr. Managers	Rs 0.50 Lakh subject to max. 2.50 Lakh Per Annum	


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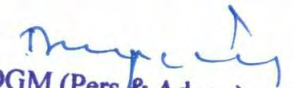
DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
vii)	To incur expenditure on repair of vehicles including purchase of spare parts for all types of vehicles other than tyres and tubes	GM	Rs. 1.00 Lakh at a time subject to max of Rs. 10.0 Lakh Per Annum (Rs. 1.00 Lakh for heavy vehicle and Rs. 0.50 Lakh for light vehicles.	The repair of Light vehicle shall be preferably got done from the authorized dealer of vehicle.
		DGM	Rs. 0.50 Lakh at a time subject to max of Rs. 6.00 Lakh Per Annum (Rs. 0.50 Lakh for heavy vehicle and Rs. 0.40 Lakh for light vehicles.	


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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
		Sr. Manager	Rs. 0.35 Lakh per vehicle Subject to max of Rs.1.25 Lakh Per Annum	
5	WRITE OF LOSSES/ STORES ETC.			
i)	To sanction the writing off finally the irrecoverable value of T&P, stock of public money lost by fraud of the negligence of individual or similar other cause	Subcommittee of Director (Project) & DGM (Fin.) Committee of GM concerned and AO	Full Powers Rs. 1.25 Lakh in each case	The concerned DGM shall recommend to GM whether Deptt. Instructions were followed to protect the interest of HPPTCL or not. In case, default was found with any officer/ official , suitable action shall be taken against them


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REVENUE WORKS

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			Revenue works	
		Committee at DGM level with AAO	Rs. 0.75 Lakh in each case	
ii)	To write off loss of stock due to depreciation of serviceable stock (i.e. book losses only as opposed to actual losses)	GM	Rs. 1.00 Lakh at a time	
iii)	To Sanction the writing off from return of tools & plants where full value/part value has been recovered	GM	Rs. 1.50 Lakh at a time	
		DGM	Rs. 0.75 Lakh at a time	
		Sr. Manager	Rs.0.15 Lakh Per Annum	


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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
iv)	To write off actual losses of stock & T&P articles due to shortage, breakage of various equipment / accessories.	GM DGM Sr. Manager	Full Power Rs.0.50 Lakh Per Annum Rs.0.15 Lakh Per Annum	Subject to observance of procedure laid down for condemnation of material. The competent authority may write off shortages including transformer oil found in damaged equipment up to 10 % the cost of equipment after conducting a detailed inquiry. For losses exceeding 10%, the matter shall be referred to the appropriate authority.
v)	To sanction write off books rendered lost/torn/unserviceable in their own and subordinate offices, if any.	MD Director GM DGM Sr. Managers	Full Power Rs.2.5 Lakh Per Annum Rs. 0.50 Lakh Per Annum Rs.0.15 Lakh Per Annum Rs.0.10 Lakh Per Annum	


 DGM (Pers & Admn.)
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REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
6	INSURANCE			
i)	To sanction the Payment of insurance charges for equipment and material purchased for stock and work in respect of all works.	GM DGM Sr. Manager	Full Power shall be exercised by all the authorities concerned for the material insured within their power of purchase.	Insurance should be got done through the nationalized companies only at their authorized rates.
ii)	To sanction the Payment of insurance charges for equipment in other cases	Sr. Manager	Full Power shall be exercised by all the authorities concerned for the material insured within their power of purchase.	Insurance should be got done through the nationalized companies only at their authorized rates.
iii)	To sanction the payment of insurance charges for vehicles (third party insurance)	Sr. Manager	Full Power shall be exercised by all the authorities concerned for the material insured within their power of purchase.	Insurance should be got done through the nationalized companies only at their authorized rates.


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			Revenue works		
7	MISCELLANEOUS POWERS				
i)	To declare store and T&P surplus/unserviceable or obsolete with or without value and to fix the reserve value. (Including copper and aluminum as per the approved rate by competent authority)	<p>MD</p> <p>Director</p> <p>GM</p> <p>DGM</p> <p>Sr. Manager</p>	<p>Full Powers</p> <p>Rs. 2.5 Crore per lot</p> <p>Rs. 6 Lakh unit price and Lot price of Rs. 30 Lakh</p> <p>Rs. 2.5 Lakh unit price and lot price Rs. 15 Lakh</p> <p>Rs. 0.5 Lakh at a time</p>	<p>With subcommittee of director concerned and DGM Finance</p> <p>GM Concerned with CAO</p> <p>DGM Concerned with representative of F&A wing not below the rank of AO</p> <p>Sr. Manager Concerned with representative of F&A wing not below the rank of AAO</p>	<p>Provided that provision of para 4.40 of the Punjab PWD code are complied with and it is certified that the material declared surplus will not be required for the execution of any of the corporation's work in the foreseeable future and the material declared as unserviceable is beyond the repair or renovation.</p>

DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
ii)	To condemn the stores and T&P declared surplus/unserviceable or obsolete and fix the reserve price.	DGM Level Condemnation committee.	Full Powers	If rates variation with reference to reserve price exceeds Rs. 2.5 Lakh retendering shall be done. Subject to the conditions: 1) Reserve price is fixed upto 20% below the book value of such stores or market value whichever is higher. The market price will be assessed by the committee ii) The procedure laid down by HPPTCL for condemnation of materials shall be observed. iii) DGM Concerned, Sr. Manager Concerned and representative from F&A wing not below the rank of AO will constitute as committee.
iii)	To sanction the sale of grass trees or other produce on the HPPTCL Ltd. Land	Sr. Manager	Full Powers	To be dispose off by public auction.
iv)	To write off the irrecoverable amount of PLA	MD	Full Powers	Provided that the amount has been outstanding for more that 5 years and is further declared as irrecoverable.


DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
v)	To sanction expenditure on opening ceremony	MD	Full Powers	
vi)	To accord approval/sanction to remit the fee as per environmental act for water and air to Pollution Control Board.	DGM	Full Powers	
vii)	To make spot purchase of material in very emergent cases against sanctioned works.	Store purchase committee comprising one DGM, one Sr. Manager, and Accounts Officer	Rs. 10 Lakh at one time subject to approval of GM an audited by pre-audit office on the authorization of Director.	Such cases will be reported quarterly by the GM to the HPPTCL corporate office.


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
viii)	To sanction payment of compensation on account of damage caused to crops and any other property.	GM	Full Powers	The rates shall be as approved by the revenue authority/ horticulture dept.
		DGM	Rs. 1 Lakh/-	
		Sr. Manager	Rs.0.25 Lakh/-	
8	POWER TO SANCTION EXPENDITURE ON MISC. WORKING EXPENSES			
8(a)	Recurring Misc. Working expenses			
i)	To sanction installation of new telephone with voice recording, internet connection.	GM	Full Powers	Need based for the offices/Substations/Grid Substations


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
ii)	To convey expenditure sanction to the estimates for providing intercoms/EPAX/Photocopier/Scanners/Fax Machines	GM	Full powers	These powers are in respect of their own offices and subordinate offices with them provided the purchase is made on approved rate contract by HPPTCL or from Govt. agencies subject to budgetary provisions and approval of concerned director.
iii)	To sanction payment of lease amount for the building /land	GM	Full Powers	Subject to approval of agreement by MD.
iv)	Power to accord approval/sanction for AMC of Computers and peripherals, AC, other office equipment etc. of his/her office and other subordinate offices.	GM(C&D)	Full Powers	Subject to observance of all codal formalities.
		DGM(IT)	Rs. 5 Lakh Per Annum	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
v)	<p>Powers to sanction outsourcing contracts for:</p> <p>a) Line Maintenance Gang</p> <p>b) O&M of Substations.</p> <p>c) Basic Computer training to be imparted to the staff from authorize computer training centers.</p>	MD	Full Powers	<p>i) Outsourcing may be done in line with outsourcing policy of HPPTCL/HP Govt. where it is necessitated because of shortage of staff. The outsourcing arrangement made shall be withdrawn on the posting of regular incumbents.</p> <p>ii) WATCH & WARD activity preference shall be shall be given to Home guards/HP. Ex servicemen Corporation other authorized security agencies.</p> <p>iii) The engagement of maintenance gang O&M of substation shall be outsources only with the approval of MD wherever required.</p>
	<p>Powers to sanction outsourcing contracts for:</p> <p>a) Sweeping and cleaning/watch & ward of colony/ offices /Power Houses/Sub-Stations/Rest/Guest Houses/Rest Camps</p>	GM	Full Powers	<p>iv) It is made clear that under the outsourcing arrangement, services are to be hired after exhausting the tendering process. The outsourcing arrangement would be contractual relationship with the service provider and under no circumstances should result in any employer-employee relationship with the service provider & it will not be given to any individual.</p> <p>v) The sanction shall be accorded subject to the availability of budget.</p>


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
	b) Catering in rest Houses/Rest Camps c) Typing/Data Entry Work			
8(b)	NON-RECURRING MISC. WORKING EXPENSES:			
i)	To purchase article material relating to hot & cold weather arrangement i.e. purchase of charcoal, coal fire wool glass tumbler etc.	GM DGM Sr. Manager	Full Powers subject to the yardstick for the purpose. Full Powers subject to the yardstick for the purpose. Full Powers subject to the yardstick for the purpose.	Note: These powers should be exercised subject to the yardstick/norms.
ii)	To sanction purchase of revenue stamps.	Sr. Manager	Full Powers	


 DGM (Pers & Admn.)
 HPPTCL, Tutikandi Shimla-5

DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
iii)	To sanction purchase of periodical and newspapers required for office use.	GM	Full Powers	
		Sr. Manager	Any one newspaper may be purchased in Divisions/Sub-divisions.	
9	OTHER SPECIAL POWERS			
i)	To sanction the payment of demurrage and wharfage charges out of contingences of the estimates consumed or to stock as the case may be.	MD	Full Powers	
		GM	Rs. 15000 in each case	
		DGM	Rs. 10000 in each case	
		Sr. Manager	Rs. 5000 in each case	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
ii)	To sanction purchase of office furniture From open market/GeM/Govt. Agency	GM	Full Powers	<p>These powers shall be exercised as per the policy of Govt. provided that the articles are purchased at competitive and lowest rates and subject to the condition:</p> <p>1. The total expenditure of the purchases by GM/DGM and is restricted to the actual provision in the budget estimate on that account.</p> <p>2. The provision of various articles is made as per approved yardstick of the HPPTCL.</p> <p>3. The purchase shall be made on the basis of competitive bidding with the approval of concerned Director.</p> <p>4. In case where the purchase has to be made at the spot after examining the quality the concerned officer is authorized to accord sanction effecting such purchase upto Rs. 1000/ in each case without inviting competitive bidding quotations provided it is certified that the rates have been ascertained from the market and are reasonable , subject to the conditions (1) and (2) given against (1) above and upto monetary limit for which rate contract applied. These powers can be exercised in capital works provided provision exists in the scheme and shall also be subject to approval of concerned director.</p>
		DGM	Rs. 50000 Per Annum	
		Sr. Manager	Rs. 5000 for one time for each office.	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
iii)	To sanction renting of buildings and land hired for offices and stores accommodation.	MD	Full Powers	Subject to the conditions: 1. That the usable floor space does not exceed the yardstick prescribed by the board. 2. That when the accommodation is provided in a building partly used as private residence the rent may be calculated proportionately on the basis of plinth area. That no lease is entered into for a period of more than one year and the conditions laid down by the HPPTCL in respect of hiring accommodations are fulfilled such as reasonableness of rent etc. However, the period of lease referred above is to be regulated according to HP Govt. instructions from time to time. 3. The authorities competent to sanction rent of building and land may also execute rent deed for and on behalf of HPPTCL. 4. That in cases where rent demanded is not in accordance with assessment, the GM may allow 10% premium over and above the assessed rent. 5. The cases above limit will require concurrence of the Director.
		GM	Rs. 0.4 Lakh per month in each case for offices subordinate to them and their own offices	
		DGM	Rs. 0.25 Lakh per month in each case for offices subordinate to them and their own offices	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
		Sr. Manager	Rs. 0.1 Lakh per month in each case for offices subordinate to them and their own offices	<p>Note-1: Rent/Hire Agreement with the party shall be subject to the approval from competent authority at corporate office HPPTCL.</p> <p>Note-2: Rental for stores accommodation will be charged to stock.</p> <p>Note-3: In case where the sanction of the competent authority has been obtained for renewal of rent agreement to retain the accommodation with the same floor area and at the same rent, the head of office will be competent to issue necessary sanction under intimation to the concerned sanctioning authority.</p> <p>Sr. Manager (Civil) will assess the rent.</p>
iv)	To sanction expenditure in connection with civil suits, writ petitions arbitration proceedings, appeals or any other legal proceedings instituted/defended.	MD	Full Power	


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
v)	To engage and sanction the payment of counsel fee in connection with the civil suits, instituted/defended with the sanction of Head of Deptt.	MD	Full Powers	An advance of running payment to the extent of half of the said fee may be made to lawyer on his demand.
vi)	To sanction expenditure on account of printing or book binding at private press/local agencies.	MD	Full Powers	Provided that work is given to private press after inviting quotations from govt. press.
		GM	Rs.1 Lakh in each case	
		DGM	Rs. 0.5 Lakh in each case	
		Sr. Manager	Rs. 25000 in each case	
		DGM	Rs 0.25 Lakh in each case subject to maximum of Rs. 1 Lakh Per Annum	
Sr. Manager	Rs.1000 in each case subject to maximum of Rs 0.25 Lakh Per Annum			


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DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
vii)	To sanction purchase of duplicating & photo copy machines and calculator for themselves and offices subordinates to them	GM(C&D)	Rs. 2 Lakh Per Annum	Provided that purchase are made according to norms fixed for each office as per the yardstick approved by the HPPTCL and from GeM(Government e-Marketplace)
viii)	To sanction purchase of computer, laptops scanner, printer/laserjet/Designjet, firewall other peripherals line RAM HDD. Pen drive, Portable HDD, Software of windows latest, antivirus, antispam other softwares for routine works in the offices.	GM(C&D) DGM(IT)	Full Powers Rs 1 Lakh Per Annum	The exercise of these powers shall subject to sanction of detailed estimate and purchase shall be need base, GMs while exercising these powers shall have to obtain the approval of concerned Director. The purchase shall further be subject to the availability of funds/budget provisions and norms fixed for office automation. The purchase of Computer, laptop shall be made only on Govt. approved rates or from HP state electronics corporation or GeM(Govt. e Market Place)


DGM (Pers & Admn.)
HPPTCL, Tutikandi Shimla-5

DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
ix)	To sanction expenditure in connection with advertisement charges	MD	Full Power	As far as the publication of items on behalf of the HPPTCL is concerned only MD can sanction expenditure on account of advertisement/publicity
x)	To purchase softwares like windows latest version, technical softwares, firewall, other customized softwares for office automation of day to day working.	GM(C&D)	Full Power	Subject to the approval of MD.
		DGM(IT)	Rs. 20 Lakh Per Annum	


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HPPTCL, Tutikandi Shimla-5

DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
10	COMPENSATION FOR ACCIDENTS UNDER THE INDIAN WORKMAN COMPENSATION ACT.:			
i)	To sanction expenditure on compensation awarded under the Indian Workman's Compensation Act 1923 including of advance compensation.	GM	Full powers upto the amount admissible under the Act.	Provided that case in which there is a doubt as to the applicability of the Act, legal advise will be obtained.
ii)	To allow advance Payment of compensation due under Indian Workmen Compensation Act in case of fatal accident	Sr. Manager	Upto Rs. 0.35 Lakh in each case.	Provided that death prima facie occurred due to accident arising out and in the course of employment of the worker. Note: The advance Paymentt of compensation made is recoverable from the amount of compensation Payment under the act and in the case compensation is not admissible the advance Payment of compensation if made will be treated as ex-gratia Payment


DGM (Pers & Admn.)
HPPTCL Tutikandi Shimla-5

DELEGATION OF FINANCIAL POWERS OF HPPTCL
REVENUE WORKS

Sr. No	Name of Power	Authority to whom delegated	Extent of powers	Remarks
			Revenue works	
iii)	To sanction expenditure under Indian Fatal Accident Act, 1855 for accidents to private persons who are not the employee of the HPPTCL	GM	Up to the amount as awarded by the competent authority.	


DGM (Pers & Admn.)
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