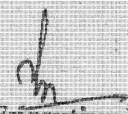


HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. Undertaking)
OFFICE ORDER

Office Order No. 635 (Sectt)/FTE-II/391(Admn.Powers) Dated:- 30/12/10

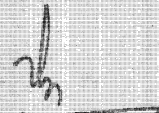
In supersession to this office order endorsement No. HPSEB (SECTT)/35-3/3C-73214-73264 dated 26.8.80 and its subsequent amendments, the H.P. State Electricity Board Limited is pleased to frame/ re-notify the HPSEBL Delegation of Administrative Powers in the interest of Board's work as per Annexure-"A" attached, with immediate effect.


Executive Director (Pers.),
H.P. State Electy. Board Ltd.,
Vidyut Bhawan, Shimla-4.

No. HPSEBL (Sectt)/FTE-II/321(DOAP)/10-96232-382 Dated:- 30/12/10

Copy alongwith copy of Annexure-"A" is forwarded for information and necessary action to:-

1. All the Chief Engineers in Board Ltd.
 2. The Managing Director, BVPC Ltd. Jogindernagar.
 3. All the Superintending Engineers/ Directors in Board Ltd.
 4. All the Sr. Executive Engineers/ Resident Engineers in Board Ltd.
 5. The Chief Accounts Officer/ Chief Auditor, F&A Wing, HPSEBL, Shimla-4.
 6. The Resident Audit Officer, HPSEBL, Shimla-4.
 7. The Special Secretary (Law), New Thisle Bank Building, Shimla-3.
 8. The Additional Secretary, HPSEBL, Shimla-4 w.r.t. agenda item No. 2.04.
 9. All the Deputy Secretaries/ Under Secretaries in Board Sectt.
 10. The AS-cum-PS/ Sr. FS/PS to Chairman-cum-Managing Director/ Directors/ Executive Director, HPSEB, Shimla-4.
 11. The Land Acquisition Officer, HPSEB, Mandi/ Shimla.
- DA:- As above.


Executive Director (Pers.),
H.P. State Electy. Board Ltd.,
Vidyut Bhawan, Shimla-4.

Delegation of Administrative Powers

Sr. No.	Nature of existing powers	Authority to whom the powers are delegated.
1	2	3
1.	Decision on representations/appeals & memorials addressed to the Govt. & others.	1. CMD for Class-I. 2. Director (Personnel) for Class-II. 3. Executive Director (Pers.)/Head of Deptt/ Appointing Authority for Class-III and IV.
2.	Decision on change in the date of birth	1. BOD for all categories.
3.	Proposals for the retirement or retention of all gazetted officers on attaining the age of 55 years.	Appointing authority.
4.	a) Deputation to & extension of deputation period of Board's Officers/Officials to the Govt. of India, State Govt. or other Electricity Board within Board's policy after the recommendations of HOD. b) -do- in relaxation of Board's policy	1. CMD for Class-I. 2. Director (Personnel) for Class-II. 3. Executive Director (Pers.) for Class-III and IV. 1. Full Board for Class-I. 2. CMD for Class-II & III. 3. Director (Pers.) for Class-IV.
5.	Consideration of Demands of the Union/ Association of the staff	a) Demands within Rules/Policy - CMD. b) Demands in departure of Rules/Policy - BOD
6.	Grant of Special/Additional Pay after the concurrence of Finance.	B.O.D.
7.	Cases of confirmation of Class-I, II, III & IV Officers/officials.	Appointing Authority.
8.	Cases withholding of increments & withholding of crossing of E.B/Proficiency increments	1. Disciplinary Authority.
9.	a) Posting & transfer cases of Class-I Officers of the rank of XEN & above b) -do- Class-I & II upto the level of AE c) -do- Class-III & IV officials	a) C.M.D. b) Director (Personnel) in consultation with Director concerned. c) ED (Pers.)/HOD within their respecting Wing/ SEs within their respective Circle/area of jurisdiction.
10.	a) Acceptance of resignation of Class-I & II Officers b) -do- Class-III & IV officials	a) C.M.D. b) Director (Pers.)

11.	a) Issue of warning after proper investigation/ inquiry a copy of which is to be placed in C.R. file of Class-I Officers or equivalent ranks. b) -do- Class-II, III & IV	a) Director (Pers.) b) ED (Pers.)/HOD
12.	c) Regarding grant of honorarium	Director (Pers.) in consultation with Director(F&A) in cases where such a remuneration is to be paid under approved policy/pattern of the Board, the HOD.
13.	a) Investigation of Time barred claims of Class-I, II, III & IV staff/work charged staff beyond 6 years. b) -do- upto 6 years	a) Director concerned on the recommendation of HOD, in consultation with Finance & Accounts Wing of the Board. b) HOD in consultation with Finance Wing.
14.	a) Sponsoring of officers/officials for training upto the level of Sr. XEN or equivalent b) -do- above the rank of Sr. XEN	a) Director (Pers.) in consultation with concerned Director. b) C.M.D. in consultation with concerned Director.
15.	a) Fixation of pay of Civil pensioners b) Re-employment of Civil pensioners	Heads of Deptt. in consultation with F&A Wing subject to the fulfillment of the conditions laid down in the relevant rules/guiding principles. Main provisions which apply in such cases is contained in Govt. of India decision (6) below FR-69 the posts & Telegraphs compilation of Fundamental & Supplementary Rules, Vol-I. B.O.D.
16.	a) To sanction withdrawal (NRA) to gazetted employees, Class-I & II of the Board. b) To sanction temporary GPF advance to Gazetted/Non-Gazetted employees for an amount equal to 3 months pay or half of the balance at credit whichever is less or 2nd advance as per rules in Board Sectt. including employees on secondment/ deputation. c) To sanction GPF withdrawals/ Advances in respect of non-gazetted employees in Board Sectt.	a) Respective AS/DS/US for HQ/CEs of the concerned Wings/CAO for F&A Wing. b) Respective AS/DS/US /CEs of the concerned Wings/CAO for F&A Wing c) DDO i.e. AS/DS/US as the case may be.
17.	Permission to undertake work for another Govt. or a private/public body & to accept remuneration therefore.	The Appointing Authority shall be competent to decide such cases, at their own level, subject to the fulfillment of conditions laid down in the Rules i.e. FR-46(a), (b) & SRs 11 & 12.
18.	Grant of leave other than casual	a) Head of offices for Class-III & IV. b) Controlling Officer/HOD for Class-I & II including the officers immediate subordinate to them.

- 3 -

19.	Grant of advance increments.	HODs in accordance with the policy laid down by the Board with the concurrence of the Finance Wing.
20.	Forwarding of application for appointment outside the Board.	As per policy laid down by the Board.
21.	Grant of study leave.	a) CMD for Class-I. b) Director (Pers.) for others.
22.	To sign, verify, attest and authenticate any application, petition, written statement, affidavit & any other legal instrument or document connected with various suits/writ petitions and Power of Attorney in connection with any fresh or pending cases, or proceedings in any Court/ Tribunal/ Commission/Miscellaneous proceedings before any statutory authority on behalf of HPSEB Ltd.	a) CE/HOD/SE(Works) in respect of non-gazetted establishment to which he is the Appointing Authority & other matters arising within their jurisdiction/zone. b) SEs in respect of the cases relating to non-gazetted estt. in respect of the categories to which SEs/Sr.XENs are the Appointing Authority & other matters arising within their jurisdiction. c) AS/DS/US/LAO as the case may be in respect of the matter pertaining to their branches directly or impliedly. d) Sr. XEN concerned in the office of CE(MM) when the CE is not available on headquarter.

- X -

GSM

H.P. State Electricity Board Limited

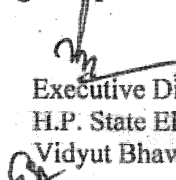
CORRIGENDUM

The entire nomenclature of existing power / authorities appearing in Annex-A against Sr. No. 16 (c) of the HPSEBL Delegation of Administrative Powers re-notified vide O/O No. 635 dated 30.10.2010 endorsed vide No. HPSEBL (Sectt)/FTE-II/321(DOAP/10-96232-382 dated 30.10.10 is hereby deleted and the nomenclature of power appearing against Sr. No. 16 (b) of these powers may be read as under:-

"To sanction (i) GPF withdrawals and (ii) Temporary GPF advances for an amount equal to 3 months pay or half of the balance at credit whichever is less and 2nd advance for special reasons as per rules to gazetted and non-gazetted employees working in Board's Sectt. including the employees on secondment /deputation with other organizations."

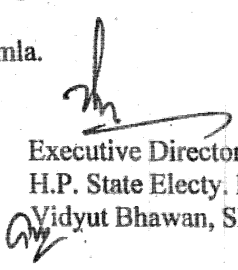
In addition, following note is added at the end of Power No.16:

Note: - "The powers for grant of temporary advances/ withdrawals from GPF to non-gazetted employees and the powers for grant of temporary advances to gazetted employees of the Board as issued earlier vide No. HPSEB/SECTT/104-14/96-82998-83198 dated 18.7.96 and as amended from time to time shall remain un-changed/ operative."


Executive Director (Pers.),
H.P. State Electy. Board Ltd.,
Vidyut Bhawan, Shimla-4.

No.HPSEBL (Sectt)/FTE-II/321(DOAP/10-120179-378 Dated: 5-1-11

1. All the Chief Engineers in Board Limited.
2. The Managing Director, BVPC, Jogindernagar.
3. All the Superintending Engineers/ Directors in Board Ltd.
4. All the Sr. Executive engineers/ Resident Engineers in Board Ltd.
5. The Chief Accounts Officer/ Chief Auditor, F&A Wing, HPSEBL, Shimla-4.
6. The Resident Audit Officer, HPSEBL, Shimla-4.
7. The Special Secretary (Law) New Thistle Bank Building, Shimla-3.
8. The Additional Secretary, HPSEBL, Shimla-4.
9. All the Deputy Secretaries/ Under Secretaries in Board's Sectt.
10. The AS-cum-PS/ Sr. PS/ PS to Chairman-cum-Managing Director/ Directors/ Executive Director, HPSEBL, Shimla-4.
11. The Land Acquisition Officers, HPSEBL, Mandi / Shimla.


Executive Director (Pers.),
H.P. State Electy. Board Ltd.,
Vidyut Bhawan, Shimla-4.