



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)

Registered office

Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)

C I N

U40109HP2009SGC031255

GST No.

02AACCH4894EHZB

Telephone Number

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OFFICE ORDER

The Board of Directors of Himachal Pradesh State Electricity Board Limited in its meeting held on 27nd February, 2024 has approved the HPSEBL's DELEGATION OF (FINANCIAL, ADMINISTRATIVE AND HR) POWER, 2024 as per **Annexure- A**, which contains Chapter I to V and Section I – IV as under:-

Chapter 1 - HPSEBL, Its Constitution and Organization set up

Chapter II - Board of Directors and their meetings

Chapter III - Powers delegated to the Chairman

Chapter IV – Powers delegated to Whole Time Directors

Chapter V – Guidelines for exercising the delegation of powers

Section– I -Delegation of powers for procurement of works, goods and services

Section– II - Delegation of powers –HR Functions

Section– III- Delegation of powers-Administrative Functions

Section– IV- Delegation of powers-Disciplinary Functions

The Powers sub-delegated vide this Office Order shall be effective from the date of issue of this Order and shall supersede all previous Office Orders & Circulars pertaining to Delegation of Powers till date.

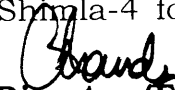

(Anurag Chander Sharma, IAS)
Director(Fin. & Persl.)

No. HPSEBL/DOP/- 2024- 78833 –50

Dated: 2/03/24

Copy forwarded for information and necessary action:-

1. The Spec. Pvt. Secretary of the Chairman, HPSEBL, Shimla-04 for information of Hon'ble Chairman.
2. Managing Director/ Director (F/A)/Director(Civil)/ Director(Tech.)/ Director(Operation).
3. Executive Director (Pers.), HPSEBL.
4. All the Chief Engineers/SEs/CAO/CA, HPSEB Ltd.
5. The Company Secretary, HPSEB Ltd., Shimla-4.
6. The Superintending Engineer (IT), HPSEB Ltd., Shimla-4 for uploading the same in the website of HPSEB Ltd.


Director (Fin. & Persl.)

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**HIMACHAL PRADESH STATE ELECTRICITY BOARD
LIMITED**

(A State Govt. Undertaking)

CIN: U40109HP2009SGC031255

GST NO.: 02AACCH4894EHZB

**REGD Office: HPSEBL, VIDYUT BHAWAN, SHIMLA,
HIMACHAL PRADESH, INDIA-171004**

www.hpseb.in

DELEGATION OF POWERS-2024

**The Delegation of Powers is issued in supersession of all
the previous orders / notifications issued from time to
time.**



Chapter-1

HPSEBL, ITS CONSTITUTION AND ORGANISATIONAL SETUP

The Himachal Pradesh State Electricity Board was constituted on the first day of September, 1971 in accordance with the Electricity (Supply) Act, 1948, which has been re-organized as Himachal Pradesh State Electricity Board Ltd.(HPSEBL)(“The Company”) w. e. f. 15.06.2010 under the Himachal Pradesh Power Sector Reforms Transfer Scheme, 2010 as public Limited Company registered under the Companies Act, 1956 (Now “the Companies Act, 2013”) which was registered on 3rd December 2009 vide CIN U40109HP2009SGC031255 with Ministry of Corporate Affairs, New Delhi. The Company is registered with its own Memorandum and Articles of Association with the Registrar of Companies.

ORGANISATIONAL SETUP:-

The Himachal Pradesh State Electricity Board Limited (“The Company”) is a wholly owned State Govt. undertaking and the Himachal Pradesh State Govt. holds the hundred percent of Share Capital of the Company. Being shareholders, the Himachal Pradesh State Govt. makes and issues the rules, regulations and policy to control the functions of HPSEBL from time to time. The Companies Act, 2013 and Articles of Association of the HPSEBL provide the powers, which are to be exercised by the shareholders by passing the resolution in General Meeting. HPSEBL being a State undertaking, these powers are vested with the State Govt. and exercised by the Governor/ its representative/ nominees of State in General Meeting(As per provisions of the Companies Act, 2013) or by issuing the notification as the case may be. The Organisation chart of HPSEBL is enclosed at **Annexure A.**



Chapter –II

BOARD OF DIRECTORS AND ITS POWERS

As per the provisions of Companies Act, 2013 and Articles of Association of the HPSEBL, the H.P. State Govt. shall only appoint and remove the Directors from Board of Directors by issuing the notification from time to time. The numbers of Directors in the Board has been increased from 12 to 15 as per amendment in Article-55 of the Articles of Association and Board of Directors has been re-constituted in its 56th meeting held on 22nd Day of July 2022 vide item no. 56.11 and after approval of Govt of HP, the structure of Board is as under:-

Sr	Particular of post	Designation on the BODs
1	Chairman-cum- Addl. /Pr. Principal Secretary (MPP & Power) GoHP	Chairman
2	Addl./Principal/Secy./Spcl. Secretary-Cum -Dir(Finance), GoHP	Part Time Director
3	Director of Energy, GoHP	Part Time Director
4	Managing Director, HPSEBL	Whole Time Director & MD
5	Director (Personnel & Finance), HPSEBL	Whole Time Director
6	Director (Operation), HPSEBL	Whole Time Director
7	Director (Technical), HPSEBL	Whole Time Director
8	Director (Civil), HPSEBL	Whole Time Director
9	Women Independent Director	Part Time Director
10	Independent Director	Part Time Director
11	Independent Director	Part Time Director
12	Independent Director	Part Time Director
13	Independent Director	Part Time Director
14	Nominee Director (from REC)	Part Time Directors.
15	Nominee Director (from Debenture Trustee)	Part Time Director



POWERS OF BOARD OF DIRECTORS

1. Being the main functionary body under the Companies Act, the Board of Directors enjoy all the powers vested under the Companies Act, 2013 and Articles of Association of the Company. The Board of Directors takes the collective decisions in meetings of the Board of Directors.
2. As per the provisions of the Companies Act, 2013, the Companies (Meetings of Board And its Powers) Rules 2014 and Articles of Association of the HPSEBL, the business shall be conducted in the meeting of Board of Directors only.
3. The meeting of Board can be convened and conducted through video conference or audio-visual means or in person at the place and time decided by the Chairman of the Company.
4. The Chairman appointed by the Govt. shall preside over the meeting of the Board. In the absence of Chairman, the person designated by the Govt. or senior most Director shall preside over the meeting of Board.
5. The matters / business or Board memo in the meeting shall be placed with the approval of whole time Director/Director in Charge and/or with the approval of the Chairman of the meeting.
6. No business shall be transacted in the meeting without approval of Chairman/ Director in charge. The Chairman of meeting has exclusive right to include/ exclude/defer any matter/business in the meeting. He may also seek the comments/advice/opinion from any expert on any business in the meeting.
7. From the commencement of the meeting and until the conclusion of such meeting, no person other than the Chairperson, Directors, Company Secretary and any other person whose presence is required by the Board shall be allowed access to the place where any director is attending the meeting either physically or through video conferencing without the permission of the Board.
8. At the end of discussion on each agenda item, the Chairperson of the meeting shall announce the summary of the decisions taken on such item along with names of the directors, if any, who dissented from the decision taken by majority.
9. The minutes shall disclose the particulars of the directors who attended the meeting through video conferencing or other audio visual means.



10. The draft minutes of the meeting shall be circulated among all the directors within fifteen days of the meeting either in writing or in electronic mode as may be decided by the Board.
11. Every director who attended the meeting, whether personally or through video conferencing or other audio visual means, shall confirm or give his comments in writing, about the accuracy of recording of the proceedings of that particular meeting in the draft minutes, within seven days after receipt of the draft minutes failing which his approval shall be presumed.
12. In the case of urgent matters, the directors can transact the business by passing the resolution by circulation.
 - a. A resolution in draft form may be circulated to the directors together with the necessary papers for seeking their approval. The draft resolution can also be circulated by electronic means which may include E-mail or fax.
 - b. A resolution by circulation shall be presumed passed by directors, if it is signed and approved by the majority of directors.
13. The resolution passed by the circulation by the Board or Whole Time Directors or Committee of Directors as the case may be, shall be placed in their next meeting of Board or Whole Time Directors, as the case may be for its confirmation/to be noted by the all members.



Chapter: III

POWERS DELEGATED TO THE CHAIRMAN

The Board of Directors approved the following resolution for delegation of powers to the Chairman of Himachal Pradesh State Electricity Board Limited:-

- “1. **RESOLVED THAT** in supersession of all earlier resolutions for delegation of powers and subject to the observance of the provisions of the Companies Act, 2013, the Memorandum and Articles of Association of 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 Chairman 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 **Appendix-1** in respect of which prior approval of the Board of Directors/Government will be necessary.”
2. **RESOLVED FURTHER THAT** in special circumstances, where, in his opinion an immediate decision on any matter on items included in **Appendix-1** is essential, the Chairman 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 Chairman 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 plaints, written statements, affidavits, objections, memorandum of 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 Chairman be and is hereby authorised, to sub delegate all or any of the powers conferred upon him to Managing Director, Whole Time Directors, Executive Director and any 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** full powers are hereby delegated to Chairman and to Director (Finance) individually to open, operate, close Bank Accounts of all types e.g. current, cash credit, collection, overdraft, Escrow, etc. in the name of the Company and avail credit or any other funded/non-funded facilities including short term loans/guarantees/Letters of Credit etc. from any bank in the ordinary course of business as may be required with or without creating charge on current assets of the Company.”
6. **FURTHER RESOLVED THAT** Chairman and Director (Finance) are individually authorized to nominate officer(s) authorizing them to do all the necessary acts for opening, operating and closure of the bank accounts and to avail the credit facilities including execution of guarantees/counter guarantees, deeds, opening of Letters of Credit, etc. and to comply with all formalities as may be required by the Banks.”



THE FOLLOWING POWERS EXCLUDED/EXCEPTED FROM THE DELEGATION OF POWERS TO BE EXERCISED BY BOARD OF DIRECTORS (BODs)

In addition to the matters requiring the approval of the Govt. of Himachal Pradesh as set forth in the Articles of Association of the Company, the following will require the sanction/approval of the Board of Directors, Government 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 operational expenditure.
- c. Budget requirement for five year plans.

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.300 Crore**, other than those where the approval is accorded by Govt. India/funding like REC/PFC.
- b. Any capital expenditure above **Rs. 300 Crore** including additions, alterations, modifications to or replacement of an existing asset 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 SERVICES & APPOINTMENT OF CONSULTANTS

- a-i. Issue of letter of intent or award of contract for works of value exceeding **Rs.300 Crore**, forming a component of Project already

sanctioned or where investment decision has been taken by Competent Authority.

- a-ii. Issue of letter of intent or award of supply order or contract for procurement of goods of value exceeding **Rs.300 Crore** forming an item of a project already sanctioned or where investment decision has been taken by the Competent Authority.
- a-iii. Making a commitment in respect of (i) and (ii) above
- b. Award of consultancy contracts including foreign consultancy exceeding **Rs.1 (one) crore** for approved items.
- c. Agreement involving foreign collaboration proposed to be entered into by the Company irrespective of the consideration involved.

Note:

- 1) All proposals for pre-qualification of contractors for items 5 (a), (b), (c) shall be approved by Chairman after same have been processed by the contracts department in association with Finance and Engineering and routed through concerned Director and Director (Finance).
- 2) Presently any proposal on foreign collaboration requires the approval of the Government of 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 in an increase in the contract value of the Contracts approved by the Board by more than 15% 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. However where the centrally sponsored schemes are approved by the funding agencies like REC/PFC, no separate approval shall be sought.

General

- 1) Contracts value means the original contract value;
- 2) Powers stated in a(i), a(ii) & a(iii) are applicable for all projects under survey and investigation, construction and under Operation.

Remarks common to Clause a(i) to a(iii)

- 1. Powers shall include implementation / negotiations / appeal / challenge of DRB decision / AT award / court decision etc.
- 2. Financial limits mentioned above are per case (Gross before adjustment of ad-hoc /interim advance if any) and for the final amount as per the award/ arrived at after negotiations excluding interest and litigation cost which shall be extra.
- 3. Powers shall include making interim/ad-hoc payments within the above limits.
- 4. All pending cases at whatever stage shall be dealt as per these revised powers.
- 5. The Chairman shall exercise full powers for acceptance of Court Decisions/judgments.

6. The procedures for settlement of claims as approved by the Board from time to time shall be followed.

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.1 crore** in a year.
- II. Creation of posts.
- 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/ half-yearly/ quarterly profit and loss accounts
- ii) Declaration of dividend.

8. POWER TO INVEST

To invest the surplus funds of the Company aggregating to more than **Rs.25 crore** other than in accordance with the guidelines issued by the Govt. of Himachal Pradesh from time to time.

9. POWER TO BORROW

Borrowings repayable beyond a period of 12 months for purposes other than working capital requirements over **Rs.200 crore** at any point of time (Borrowing for working capital requirements will be within the competence of Chairman subject to adherence to guidelines and policies laid down by the Board).

Note: Borrowings availed shall be reported to the Board on quarterly basis.

10. WRITE OFF

- a. To write off any items of stores, equipment, tools, plant and materials resulting in a net loss of more than **Rs.05 lakhs** in each case.
- b. To write off any shortages of cash exceeding **Rs.50,000** in each case.
- c. To write off any demurrage / wharfages / port charges etc. exceeding **Rs.05 lakhs** in a year for each project/ power stations /units/ division etc.



11. GENERAL

- a. Grant of Compensation to other than Company employees, arising from any cause, above **Rs.15 lakhs** in each case.
- b. Sale or alienation including mortgage in any form of any immovable property vested in the Company.
- c. Any grant or donation or ex-gratia payments, not arising from recognized rules relating to amenities and welfare, over **Rs.50,000/-** in each case.
- d. Settlement of claims against the Company from any cause not provided for in any other items mentioned above exceeding **Rs.5 lakh** in each case.
- e. Policy for allotment of land to outside parties.
- f. Any expenditure beyond the scope of objective of the Corporation.
- g. Demolition and write off of temporary buildings not required by the projects/power stations beyond **Rs.0.5 lakh** in original cost for each power station/project.

Chapter-IV

POWERS DELEGATED TO WHOLE TIME DIRECTORS

WHOLE TIME DIRECTORS: -The Whole Time Directors are main executives of the HPSEBL and responsible for the day to day functions of the Company. The role, duties and functions of the Whole Time Directors are defined and they are responsible for the respective field. The Managing Director, being main executive of the Company and is the Chairman of the Whole Time Directors (WTD) Committee.

1. MANAGING DIRECTOR

The Govt. of H.P. shall have exclusive right to appoint any person as the Managing Director of the Company.

The Managing Director is main functionary of the HPSEBL and responsible for day to day business of the Company subject to overall supervision and control of the Chairman of the Company.

2. DIRECTOR (PERSONNEL)

The appointment of Director (Personnel) shall be made by the Govt. of Himachal Pradesh. The Govt. of H.P. has notified the qualifications, eligibility and other terms and conditions of Director (Personnel) vide notification no. MPP-B(2)-2/2012-I-loose dated 22.08.2016. The Govt. of H.P. has exclusive powers to designate and appoint any persons as Director (Personnel). He shall be under the control and supervision of the Chairman of the Company.

The Director Personnel shall be responsible for followings functions:-

A. Director (PERSONNEL): The Director (Personnel) shall be Head of Department for general administration and personnel department.

1. GENERAL FUNCTIONS:

- a) Headquarter Organization
- b) Rules and Regulations regarding the functions of the Board
- c) Accommodation-official and residential
- d) Public Relations including publicity and advertisement
- e) Public Grievance
- f) Vehicle and Transport
- g) Industrial and labour Laws
- h) Organization and Method
- i) Legal and Judicial Matters
- j) General Co-ordination including inter-state matters



2. PERSONNEL FUNCTIONS

- a) Recruitment and Service Laws
- b) Staffing norms
- c) Appointment, Promotions and Transfer etc.
- d) Training and Departmental Examination
- e) Vigilance, conduct rules and disciplinary proceedings
- f) Welfare and Interactions, Grievance of staff etc.
- g) Service Committee matters.

3. PLANNING AND STATISTICS

- a) Plan formulation and co-ordination
- b) Progress evaluation
- c) Preparation of annual plan and reports
- d) Collection and compilation of statistical data

4. STORES AND PURCHASES

- a) Purchase policy and planning, stores, procurement
- b) Issue of tender enquires and finalization of rate contract
- c) Negotiation and finalization of contracts
- d) Store facilities, inventory control, stores verification accounting, identification and disposal of obsolete and surplus stores.

3. DIRECTOR (FINANCE)

The appointment of Director (Finance) shall be made by the Govt. of Himachal Pradesh. The Govt. of H.P. has exclusive powers to designate and appoint any persons as Director (Finance). The Director (Finance and Accounts) shall be head of department for finance & accounts department. He shall be responsible for supervision and control of accounts and finance of organization. He shall be under supervision and control of Chairman of the Board. The main functions of Director (Fin.& Accounts) are as under:-

1. ACCOUNTING FUNCTIONS

- a. Proper and organized accounting system under the application Laws
- b. Compilation of Annual Accounts, Financial Statements, Balance Sheet and Profit and loss Accounts
- c. Accounting Adjustments, Entries, Provisions and appropriations in financial and cost accounting system/ methods
- d. Preparation of Annual Budget, plans and supplementary financial statements

2. AUDITING FUNCTIONS

- a. Appointment of auditors and their fees
- b. Determine the accuracy of the financial statements prepared by the company.
- c. Verification of stocks, receipts, payment and books of accounts
- d. Audit Reports and analyse

- e. Detect fraud in the company.
- f. The company's compliance with its legal obligations.

3. FINANCE FUNCTIONS

- a. Control all the expenditures and receipts
- b. Arrangement of loan/ finance
- c. Payment of taxes, duties and Govt. Dues
- d. Proper utilization of fund, interest and investments of Company

4. IT Implementation

- a. IT – automation and Implementation of SAP

4. DIRECTOR (OPERATION)

The appointment of Director (Operation) shall be made by the Govt. of Himachal Pradesh. The Govt. of H.P. has notified the qualifications, eligibility and other terms and conditions of Director (Operation) vide notification no MPP-B(2)-2/2012-I-loose dated 22.08.2016 and further amended vide notification no. MPP-B (2)-2/2013-Loose dated 12.07.2019. The Govt. of H.P. has exclusive powers to designate and appoint any persons as Director (Operation). The Director (Operation) shall be the head of operation department. The main functions of operation department are:-

- a. Distribution of Electricity to all categories of consumers including maintenance and operation of system network
- b. Rural and urban Electrification
- c. Implementation of Central Schemes
- d. Commercial and Industrial Dealings and Power Controller
- e. Non-Conventional Energy Programme
- f. Overall control and supervision of CE(Operations), Chief Engineer(Commercial), Chief Engineer(MM), Chief Engineer(SO) and Chief Engineer(SP)
- g. (Deleted)¹.

5. DIRECTOR (TECHNICAL)

The appointment of Director (Technical) shall be made by the Govt. of Himachal Pradesh. The Govt. of H.P. has notified the qualifications, eligibility and other terms and conditions of Director (Technical) vide notification no MPP-B(2)-2/2012-I-loose dated 22.08.2016 and further amended vide notification no. MPP-B(2)-2/2013-Loose dated 12.07.2019. The Govt. of H.P. has exclusive powers to designate and appoint any persons as Director (Technical). Operation and management of all power projects

- a. Setting/controlling/coordination with State load and dispatch centre
- b. Implementation of schemes for electrification and compliances under the Electricity laws



- c. Overall control and supervision of CE(Generation), Chief Engineer(Electrical System)
- d. Operation and Maintenance management of all power projects i.e. All major repairs of Electromechanical and Electrical works at time of implementation of renovation and modernization scheme of all Hydel Projects.

6. DIRECTOR (CIVIL)

The appointment of Director (Civil) shall be made by the Govt. of Himachal Pradesh. The Govt. of H.P. has notified the qualifications, eligibility and other terms and conditions of Director(Technical) vide notification no MPP-B(2)-2/2012-I-loose dated 22.08.2016 and further amended vide notification no. MPP-B(2)-2/2013-Loose dated 12.07.2019. The Govt. of H.P. has exclusive powers to designate and appoint any persons as Director (Civil). The Director (Civil) is main head of Civil Department. The main functions of Civil Department are:-

- a. DPRs , constructions and implementation of new projects
- b. All civil and maintenance of office buildings, stores, guest houses etc.
- c. Arbitrations and legal compliances of civil works
- d. All major repairs of Civil and Hydro-Mechanical works at time of implementation of renovation and modernization scheme of all Hydel Projects.



CHAPTER-V

GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS CONCEPT, INTENT, PURPOSE AND TERMS OF DELEGATION

1. The purpose of delegation is to effectively contribute to the smooth, expeditious and efficient realization of HPSEBL's laid down goals and targets, within the policy framework set for Company.
2. The delegation shall be subject to such controls/instructions by the Chairman as are conveyed from time to time to the delegates in general or in particular.
3. The delegations are based on the concept and understanding of decentralized execution of works and centralized policy making.
4. In emergent situations, when in the opinion of the officer an immediate decision is required on a matter for the safety and/or to prevent damages and losses to assets of the HPSEBL and when in the absence of decision/sanction/approval, the Company is likely to be put to a loss of revenue, disadvantage, embarrassment, increase in expenditure, directly or indirectly, but the appropriate authority is not available to accord approval, and the powers are not delegated to his level, then after recording the fact of urgency and of the non-availability of the higher authority, he can exercise the powers delegated not exceeding two levels above him and limited to the powers delegated to Whole Time Director. The decision/sanction/approval shall however, be put-up by the Officer concerned within 14 days to the concerned higher official for ex-post-facto approval. The Power may only be exercised when the senior level officers cannot be contacted and their decision cannot be obtained. This shall not, however, apply to the Powers relating to modification in terms of contracts and payments to the contractors/ supplier/employees or similar/any other nature which can await the decision of the concerned officer.
5. Exercise of delegation of power shall be subject to observance of the Companies Act 2013 as amended from time to time, Memorandum and Articles of Association of the HPSEBL, relevant directives of the State Government, Policies, Rules & Regulations of the Company, approved Budget of the Company and Principles of financial propriety. Any modification in DOFP will be applicable only if issued by Company Secretary who is coordinating/Nodal Officer for such purposes, with the approval of the Chairman. However, in the exceptional cases any circular issued by any other Officer relating to Delegation of Powers, should have consent and approval of the Chairman.
6. The powers delegated to an officer can be exercised by an officer above his level in cases where such authority has been exercised due to non-



posting of lower Authority, in such situation higher authority who has approved the original award contract shall be deemed to be next higher Authority also. The Officer exercising the power under this delegation shall be fully accountable for the decision made by him

7. Proposals for clarification or interpretation or inclusion/additions /deletions of any delegation will be routed through the Head of Department and recommended by Director concerned before forwarding to Company Secretary, who is the Nodal Officer to receive the proposals. Company Secretary shall examine the same and obtain approval of the Chairman and issue the clarification as may be appropriate.
 8. The powers delegated to CE, SE and below shall be exercised after the purchase of material or issuance of tender etc. is approved by the Committees at Zonal, Circle and divisional level. These committees shall be comprising of concerned head of office, SE (Works)/AO, Accounts Officer/AAO/Supdt. (D/Accounts)/ JOA (Accounts).
 9. The word "HOP/HOD" shall mean "Concerned unit head (not below the rank of Chief Engineer/SE. However, wherever the power of station head/field office/ED is separately specified, the same shall be applicable.
 10. The word "Director*/ Concerned Director*" means the Director who has the Administrative Control of the Project/ Unit/ Office unless otherwise specified in these Delegation of Powers or any order issued with the approval of the Chairman.
- * The Director Concerned for Administrative control of offices may be notified.
11. General Layout and Architectural works pertaining to creation of permanent assets such as Transit camps, Offices, Townships, Memorials, Museums, auditorium, community hall, school buildings, club or any other such important structure shall be approved by the concerned Functional Director in consultation with the Chairman. Subsequent minor deviations not altering the original layout and architecture already approved can be done by concerned Director or if concerned Director is not posted, by concerned HOP/HOD (not below the rank of SE).
 12. For imported items of spares in O&M projects, the approval shall be accorded by the authority having the delegated powers for equivalent cost in INR on the date of initiation of the proposal of such import, subject to policy guidelines and compliance of extant RBI regulations. Proposals for payment of Verified Carbon Standard (VCS)/Carbon Development Mechanism (CDM)/ any other Carbon registry charges/ Fee in foreign exchange shall be approved by the concerned Director.



13. 'Full Power' wherever mentioned are subject to condition that the powers shall in no case exceed the powers delegated to the Chairman.
14. Cases such as time extension/foreclosure, etc. shall be approved by the authority within whose powers the award value of the works/supply contracts falls at the time of granting such approvals, irrespective of the authority which has originally approved the contracts.
15. Delegations mentioned in the Delegation of Financial Power (DOFP), is for the value of award and not as per the technical sanctioned estimate. For the tender processing/ Technical Sanction, cost estimate shall be the basis for determining the level of Competency.
16. The financial limits specified for procurement of goods/works/services shall mean up to and including that any statutory levies and any incidentals such as freight, insurance, sundry expenses i.e., food, conveyance, accommodation, telephone/ fax etc., provided such amounts are payable separately.
17. (a) Tender Committees are to be constituted as per **Annexure-I & II** in all cases when financial consideration is Rs. 2.00 lac or more (Rs. 1.00 lac or more in case of single tender). The evaluation through Tender Committee is not required in case of work/ assignment given directly to Government Institutions/ Universities established under the Act of Parliament/ State Legislature/ Government Departments/CPSEs/State PSUs. Matters not requiring Financial Concurrence are given at Para 23 below. However, in all other cases the prior financial concurrence is required.

(b) In case of receipt of tenders in Physical form, the tender will be opened by the Tender Opening Committee comprising of at least one officer for estimated cost upto Rs. 50,000/- ; by at least two officers for estimated cost between Rs 50,001/- to Rs. 2 lakh and by atleast three officers for values above Rs. 2 lakhs. The tender opening Committee shall comprise of authorized officer each from Contracts/ Procurement / indenting Department (not more than one rank below the level specified for Tender Evaluation Committee) and finance representative (not more than two ranks below the level specified for Tender Evaluation Committee).
18. The delegation does not cover the contracts which are to be executed under common seal of the Company as per specific Resolution of the Board of Directors/Sub-committee of the Board.
19. The delegates are not authorised to either sub-delegate their powers or to withdraw powers delegated to lower authority except with the specific approval of Chairman/ Board of Directors as the case may be.



- 20.** All the expenditure would be incurred subject to budget availability. The financial powers shall always be exercised with due observance of canons of financial propriety, which are enumerated here under.
- 21.** For disposal of the unserviceable materials/waste/scrap, a committee comprising of members from Finance, Procurement/Contacts shall be constituted. The said committee shall determine the market rate for disposal.
- 22.** The delegation shall effectively address the impediments in day to day working of the offices of the HPSEBL and orient its towards achieving results envisaged for operational efficiency.

CANONS OF FINANCIAL PROPRIETY

- 23.** The financial powers shall always be exercised with due observance of canons of financial propriety, which are enumerated herein below.
- (i) Expenditure should not prima facie be more than the occasion demands.
 - (ii) Every employee should exercise the same vigilance in respect of expenditure incurred from Public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
 - (iii) Public money should not be utilized for the benefit of a particular person or section of the community, unless:
 - a. A claim for the amount would be enforced in a Court of Law.
 - b. Expenditure is in pursuance of a recognized custom or policy.
 - c. No authority should exercise powers of sanctioning expenditure for his own benefit directly or indirectly.

FINANCIAL CONCURRENCE

- 24.** The financial concurrence shall be prior to the approval by final approving authority as under :
- (i) Every proposal involving more than Rs. 1,00,000/- (**One Lac Only**) of the estimated cost shall require prior financial concurrence.
 - (ii) For concurrence at Divisional level, Supdt. Divisional Accountant will competent for financial concurrence. Further, in absence of Supdt. Divisional Accountant/ JOA (Accounts) shall be competent.
 - (iii) For concurrence at circle level and Chief Engineer level, **AAO and AO/Sr.AO/SO** Budget respectively will be competent to grant financial concurrence.
 - (iv) All the proposals exceeding Rs. 3 Crore and above shall be concurred by the F&A Wing of HPSEBL, Kumar House, Shimla.



- (v) All proposal of CE (MM/SP/P & M) and ED(Persl.) shall be concurred by F & A Wing.

25. Matters Requiring Financial Concurrence

Matters bearing financial implications shall require financial concurrence such as:

Sr. No.	Item	Description
25.1	Budget	i. Capital & Revenue Budget including capital budget at O&M stage. ii. Re-appropriation of Budget.
25.2	Capital Investment	Proposal for Capital Investments in new schemes & Revised Capital Cost of the approved schemes.
25.3	Works, Purchases & Sales	i. Bid/tender documents (other than Standard Bidding Documents) except technical part. ii. Any deviation from Standard Bidding Documents or from already approved document issued by Corporate Contracts department, except technical part. iii. Estimates for works / purchases / consultancy / services – more than Rs 1.00/- (One Lakh). iv. Proposals related to:- i. Evaluation and acceptance of bids excluding technical part. ii. negotiations, (in case Finance member in negotiation committee is not of appropriate level) iii. deviations from the terms & conditions and scope of the concluded contracts having financial implications, iv. changes in the rates of concluded contract (excludes impact of statutory changes as per contract). v. advance payment to contractors/suppliers with or without security except if provided in the contract, vi. termination/foreclosure of contracts, vii. Approval for extension of time if with waiver of LD and/or with cost compensation
25.4	Claims, write -off & Waivers.	i. Settlement of disputed claims outside the court of law ii. Grant of compensation to any party iii. All write-off of losses, book debts, claims, recoverable and advances.
25.5	Personnel	i. Proposals involving variations with reference to the existing wages structure, man power,

		emoluments, perquisites and service rules including negotiations with Unions on such matters. ii. Payment to employees in respect of matter not covered by specific rules. iii. Proposals having financial implication to the Corporation, unless otherwise already approved by Competent Authority for implementation requiring Standard Financial inputs.
25.6	General	i. Filing petitions with HPERC/CERC/APTEL ii. Grant of compensation to other Company employees, arising from any cause above Rs. 15 lac in each case. iii. Sole or alteration including mortgage (excluding against borrowings) mortgage in any form of any moveable property vested in the company except to HP Govt./HP Govt. PSU. iv. Any grant or donation or ex-gratia payments not arising from recognized rules relating to amenities and welfare over Rs. 1.00 (one lakh) in each case. v. Settlement of claims against the company from any cause not provided for in any other items mentioned above exceeding Rs. 5 lac in each case. vi. Any expenditure beyond the scope of objective of the company. vii. The power to sell, lease or otherwise dispose of the whole of the undertaking, any of its undertaking or substantial part. viii. Demolition and write off of temporary buildings not required by the company power stations beyond Rs. 50 lac in original cost for each case.

26. Matters Not Requiring Financial Concurrence

Following matters are specifically excluded from financial concurrence:

Sr. No.	Item	Description
26.1	Works and Purchases	i. Orders for works/ purchase of goods/ consultancy/ services / Legal charges and other professional fees of Rs 01.00 lakh and below. ii. Work orders for any value based on financially vetted estimates prepared on the basis of Project Schedule of Rates and Standard terms

		and conditions of work order. iii. Expenses incurred on tender publication, Publication of notices as per the norms of the Company and advertisement for recruitment.
26.2	Personnel	i. Sanction of advances, benefits and payments to employees within the rules & regulations and approved schemes of the Company and within approved budget. ii. Training programme held in-house or for nomination within India within approved budget. Cumulative expenditure in each proposal and monthly statement shall be sent to Associated Finance. F&A Department at Project, Division/Units/Circle, Coordination Office, etc. shall in turn send the details to Corporate Training Department, who shall consolidate the same and furnish to F&A Wing, HPSEBL, Shimla.
26.3	General	i. Statutory fees/levies ii. Other advertisement up to Rs.1.00 lakh (on each occasion). iii. All proposals having financial implication up to Rs 01.00 lakh except as otherwise specifically mentioned. iv. All proposals for administrative approval. v. Technical approval for variation cases /technical sanction of proposal.

27. Financial Concurrence – Scope Limitations

In order to avoid duplication of jobs, the following shall not be within the scope of financial concurrence and the proposal initiating department/unit/office /circle shall be wholly responsible for:

- i. Factual accuracy of technical analysis and assumptions thereof as indicated in the proposal.
- ii. Factual accuracy of technical, statutory requirements and their compliance like explosive Rules, Factory Act, Environmental Acts, various Safety Rules, Labour Laws etc.

28. Others:

- i) For the procurement of goods (supply contracts) to be awarded at Head Office level i.e. CE(MM) requiring approval of the concerned Director/ the Committee of WTDs / Chairman /BOD, the Chief Engineer concerned shall raise the indent along with cost estimate to the concerned / respective Contracts & Procurement Group.

- ii) Items not forming part of FR/DPR approved O&M Budget/Annual Plan shall require administrative approval of the WTDs/ Chairman except those executed as a consequence of post award variation in the contract need for completion of works awarded.
- 29.** The Delegation is for components of a project, or for sub-packages constituting a component, as provided for in FR/DPR/approved O&M Budget/Annual Plan and as approved by the Board of Directors.
- 30.** NIT should be issued within 6 months of the administrative approval with a grace period of six months. Estimate will be updated, if more than 1 year old.
- 31.** Package list/Turnkey mode of contract for main project components of a new project to be awarded at Head Office level will be processed by concerned CE and CE(MM) after obtaining the approval of concerned Director/MD/Chairman, will be forwarded to HOP/HOD for raising indent. For other works to be awarded at the Project Level, concerned HOP/HOD will take a decision.
- 32.** Proposals for approval of detailed (pre-tender) cost estimate i.e. technical sanction shall be routed through concerned finance for concurrence before approval.
- 33.** "In respect of the project site works, whose technical sanction/cost estimate lies in the powers of Directors and above, the cost estimate shall be checked /vetted by the office of the Chief Engineer (SP)/ Chief Engineer(PCA) as the case may be. The Chief Engineer (SP)/ Chief Engineer (PCA) shall submit these cost estimates through their respective Director for providing to the Finance Wing for concurrence. After financial concurrence, the concerned CE shall submit the same to CE(P&M) for obtaining A/A & ES at the appropriate level in accordance with delegation mentioned herein."
- 34.** "In respect of contracts for procurement of goods/works/services in respect to Electrical/ Electromechanical works to be awarded by Director and above at Head Office Level, Technical Specifications and Bill of Quantity (BOQ) shall be drawn by the CE concerned and vetted/checked by the CE(MM). Thereafter, CE(MM) shall forward the same to finance for vetting through concerned Director and shall get approved at the appropriate level in accordance with delegations mentioned herein. Approval of cost estimate shall be accorded by competent authority having administrative control. However, in respect of Civil and Hydro Mechanical works, estimate shall be prepared by CE(PCA) (Civil) and shall be forwarded through Director(Civil) to Finance Wing for financial concurrence. Data/Inputs for preparation of estimate shall be provided to CE(PCA) (Civil) by the concerned unit."

- 35.** In respect of the contracts for procurement of goods/works/services to be awarded at Project/unit/circle level and approvals accorded by Directors, (Technical/Civil) and BOQ shall be drawn by indenting/executing unit and the same shall be sent to the CE (PCA) (in case of Civil works) and CE (MM) (in the case of Electrical works) for preparation of cost estimate. Estimates shall be prepared by the concerned unit and forwarded to Finance Wings for vetting and thereafter got approved at the appropriate level in accordance with delegation mentioned herein. Data/inputs for preparation of estimate shall be provided by the indenting/executing department/units to the CE (PCA)/CE (MM). In the absence of the CE (PCA)/CE (MM), estimates shall be prepared by indenting/executing department. Wherever, civil engineer exists at the Project Office/units, the preparation of cost estimate for the activities to be performed at project Office /unit and checking of cost estimate prepared by the CE(PCA) but requiring approval at project Office/ units shall be done by Civil Engineer at Project Office.”
- 36.** In the O & M stage, administrative approval for the Capital items having impact on tariff, if not included in the budget, shall be accorded by the concerned Director.
- 36.1** Before according technical sanction of cost estimate by an officer below the level of HOP, administrative approval shall be obtained from HOP even if works are covered in the DPR/O&M budget/Annual Plan. Component of project/ works not forming part of FR/DPR approved O&M Budget/Annual Plan shall require administrative approval of Chairman except those executed as a consequence of post award variation in the contract needed for completion of works awarded.
- 36.2** In cases where decision for procurement of works/goods/services is taken in meeting chaired by the officer having powers for according administrative approval then separate administrative approval shall not be required, if proper minutes of meeting are issued.
- 37.** Tenders shall be invited by the contracts/ Procurement Groups at Projects or Head Office as may be functionally responsible, only after approved Requisition is received and pre-tender cost estimate (technical sanctioned estimate) is approved by competent authority.
- 38.** For procurement of works to be awarded with the approval of the Director/Chairman /WTD/BOD, the tendering process can be initiated pending availability of approved pre-tender estimate. However, pre-tender Estimate (Technically Sanctioned Estimate) for the works will be got approved before opening of price bids.
- 39.** Standard Bid Document (SBD) shall be approved by the Chairman/Concerned Director. Tender documents including minor

deviations, if any, from Standard Bidding Documents (SBD) shall be approved by the authority that has the power for approval of award for works except those falling within the competency of WTD/BOD in which case the same will be approved by the Chairman.

40. All tenders considered by a Tender Committee consisting of contract department, concerned Engineering department and Finance department at the level indicated in **Annexure I & II**. For this purpose, single valid Tender received against limited Tender enquiry shall be covered under powers for single Tender only on ground of urgency which needs to be justified.
41. Cases not covered to be approved by the Tender Committee i.e. below Rs. 2 lakh (and less than Rs. 1 lakh in single tender) shall be the sole responsibility of the ordering authority considering the genuineness of the job, exigency and quality of the executing agency.
42. The Director (OP)/Director (Tech.)/ Director (Civil) will exercised powers of award under their respective control.
43. The works awarded without Financial Concurrence i.e. at value of Rs. 1.00(One lakh) and below shall be entered by the department issuing LoI/LoA in a register/SAP. This will be open to check by Audit.
44. If the proposed work/item is not included in the Annual budget/revised budget, but necessary to be undertaken, the same will be undertaken after the administrative approval is accorded by the competent authority. Provision will be made for such work/item in the revised budget or budget will be re-appropriated. The Officer In charge will have to give complete justification of the work/item before undertaking such work/item and shall seek prior approval from the authority before planning the action.
45. Wherever two-stage/ two-part/two-envelope system of bidding are resorted to, the techno-commercial evaluation report including evaluation of qualifying criteria and opening of price bids shall be approved by the authority competent to approve the award except those falling within the competency of WTD and BOD, in which case the same will be approved by the MD/ Chairman, as the case may be.
46. Tenders shall normally be invited through two parts/two envelope system. The first part/first envelope shall contain EMD, response of bidders to the qualifying criteria, technical and commercial conditions. The second part/ second envelope shall contain only price bid. Price bids shall be opened only after approval of TEC evaluation report on qualification criteria and techno-commercial bids.
47. The qualifying criteria specified in the tender will be approved by the authority competent to approve the award except those falling within the

competency of WTD/BOD, in which case the same will be approved by the Chairman. The qualifying criteria in the tender falling under the competency of WTD/BOD will be framed by a Committee comprising HOD (PCA, F & A Wing, MM, ED (Persl.), P & M, SO, SP, Comm., Concerned specialized department, as the case may be).

- 48.** The cases for which the approval for award of works are beyond the powers of CE/HOP, commercial part of the tender documents comprising General Conditions of Contract/Standard Conditions of Contract, Special condition of Contract/Particular Conditions of Contract (SCC/PCC), Information to Bidders (ITB) and Annexure thereto if in line with Standard Bidding Documents (SBD) of HPSEBL already approved by Board/WTD, will be approved by HOD/ concerned Director. Only deviations from approved Standard Bidding Documents shall be got approved from the award approving authority except the tenders falling in the competency of WTD/BOD, which shall be approved by the Chairman. The other parts of Bid Document (viz. Technical Specifications, Quality Assurance (QA), BOQ, Tenders Drawings etc., shall be approved by the respective HODs/CE/Director including amendments thereto. Such approved deviations and other parts of bidding documents including amendments thereto received from concerned HODs shall be incorporated in the tender documents, by the Group responsible for call of tenders and such a complete tender document shall be approved by the Tender Committee/CE concerned Director issuing the tender documents before issue of the same to the bidders.
- 49.** The BGs/ Security against Advance payment, Security Deposit/ CPG, EMD, etc. shall normally be obtained. However, the powers to waive off the requirement of BGs/Security against Advance payment, Security Deposit/CPG, EMD etc. shall be with the approval of **concerned Director**.
- 50.** Plant/Structure/Division shall mean all permanent equipment & appurtenant structures including fabricated items of the project. Infrastructure shall mean all facilities required for Development and operation of the Project/Chief Office/ Circle/Division/Head Office including roads, buildings and bridges.
- 51.** In respect of works to be executed at Head office, the Division responsible for repair & maintenance of head Office/CE Office Building/Residential Colony/other facilities including Guest Houses/transit camp shall draw the technical specification and BOQ, prepare the estimate for technical sanction and get it vetted by Finance for approval by the Competent Authority. Such estimates will be vetted by the CE(PCA) only if Technical Sanction of the same lies within the competence of Director/ Chairman/WTD/BOD.

52.

- i. All open tender, limited tender, single tender, supply order for all the works including repair and maintenance (R&M), operation & maintenance (O&M) and other engineering, procurement & construction works of value more than Rupees five lac (**Rs. 5,00,000/-**) in the HPSEBL shall be undertaken through e-tendering mode only. This limit has been fixed in line with HPPWD approved practices. As and when any changes in financial limit in HPPWD will be implemented, the same shall be followed in HPSEBL in future.
- ii. All tenders having estimated value more than Rs.1, 00, 00,000/- (Rupees One Crore Only) shall be invited on e-reverse auction mode only.

53. Open Tender

- i. Open tender enquiries are those which are issued, besides displaying at HPSEBL website, through either of the following modes: -
 - a) Issue of Notice Inviting Tender (NIT) in English/Hindi and the local written official language of the district and pasted on notice boards of various offices of Projects/Units for tenders having estimated value of Rs. 5 lac. A copy should also be sent to CPWD Divisions, Zonal Offices and Circle Offices, Local Municipalities and DM's/Collector's office/ State PWD Divisions/ State Power Utilities operating at the station of the work and Head Quarter.
 - b) Inviting tenders from bidders, pre-qualified for a particular work having a rate contract with State Purchase Organisations and are willing to offer Goods on the rates/Terms & Conditions of the rate of Contract.
- ii) In view of high cost of advertising, the advertisement in the newspapers shall be as short as possible (window advertisement) and detailed NIT would be hosted at the website for which clear indication/mention would be given in the advertisement. The NIT amount above than Rs.5.00 lac may be given for newspaper advertisement. Website address shall invariably be given in the advertisement. It shall also be mentioned in the press advertisement that all future amendments and corrigendum to the NIT and Tender documents shall be posted only on web site of HPSEBL, except that extension of date of bid submission and / or modification in qualification criteria shall be informed through press.
- iii) In case single offer is received against open tender, approval of award approving authority not below CE will be required before opening the tender or else date of bid submission will be extended or review of qualifying criteria will be done.

Note-: all the works awarded under offline mode shall be audited by the Internal Audit Team of HPSEBL while conducting halfyearly Audit of the Field units.

54. Limited Tender

- i) The Limited Tender Enquiry (LTE) mode of tendering will be resorted to in case of urgency, such as Supply of Power deposit connection works with tender amount less than Rs 5.00 lac or any other reasons to be recorded in writing and issued preferably to not less than 06 (six) Vendors/suppliers/contractors whose names have been registered or maintained in a list or based on past experience or current offers or from vender lists maintained in State Government /Central Government/PSUs.
- ii) The officer in whose power the award for procurement falls will, however, obtain the approval of the next higher authority about the number and names of suppliers/parties in all cases of limited tenders except the cases of tenders falling within the powers of CE/HOP (not below the SE) and above.
- iii) In case single offer is received against limited tender, the powers for award of single tender shall become applicable and approval of award approving authority will be required before opening the tender or else date of submission of bid will be extended.
- iv) Under no circumstances the rates at which tenders are awarded shall be more than the applicable Cost Data rates. If rates are not available in cost data, the rates as derived in the estimate based on market survey/ budgetary offers/previously awarded rates may be considered.

55. Single Tender

- i) Single tender enquiry is to be resorted-to only in case of urgency/single source availability/source standardization/ specialized works/OEM/OES or their Authorized dealers/ representatives subject to the submission of the valid authorization certificate and includes negotiated tender without call of tenders where resorting to tenders is not practical or economical. *
In case of proprietary items, certificate to that effect will be issued by the indenter (minimum CE level) in each case.
*Supreme Court guidelines to be referred to.
- ii. The approval of the name of the Supplier/ Party shall be taken from Award Approving Authority before call of Tenders.
- iii. For single tender enquiries, reasons for adopting such mode of tendering shall be recorded in writing, by the respective execution/indenting Deptt. while obtaining approval of the competent authority.2



- iv. Works on Single Tender from Original Equipment Supplier/Original Equipment Manufacturer shall be subject to a certificate at the level of award approving authority not below the level of CE that it is technically necessary to get the work done by the Original Equipment Supplier/ Original Equipment Manufacturer.
- v. Certificate if availability from a single source, if any, and of urgency shall be at a level of award approving authority not less than CE.
- vi. Source standardization shall be approved at a level not less than CE/ Head of Project (not below the rank of CE).The source standardization/Rate contract once approved shall be valid initially for a period of two years and extendable upto one year but, not exceeding three years period in total.
- vii. The representative /dealer of Original Equipment Manufacturer (OEM) / Original Equipment Supplier (OES) shall be considered for single tender only if the representative / dealer is sole authorized Representative/ dealer of OEM/OES.
- viii. Single tender as may be resorted to in exceptional circumstances where adequate response at economical rates, within the time available is not expected by taking recourse to open/ limited tenders.

56. Definitions:

- i. Proprietary item is defined as where there is only one manufacturer who possesses "Patent Right" of an item and no equivalents are available from any other sources and/ or all possible sources of supply for the item quote only the product of one manufacturer.
- ii. Developmental orders are orders for development of a product by a supplier for HPSEBL with or without its assistance.
- iii. Educational orders are the orders placed on supplier(s) for judging the supplier's capability for performing the job.

57. Work Order

- i) Work orders will be resorted to under emergent circumstances based on works requirement. In such cases, the rates at which tenders are awarded shall be within the applicable Schedule of Rates (SOR), if not available in SOR, the rates as derived in the estimate based on market survey/ budgetary offers/ previously awarded rates.
- ii) Deviations in work orders shall normally be avoided. However, in case of quantity deviations in a work order, approval of the authority competent to award the work order inclusive of the above deviations (i.e. original value plus deviations) shall be required.

58. Award of deposit works to Government Agencies

- i) Deposit works to Government Agencies/Department/undertakings /Board, Autonomous Bodies controlled by Government, Government Universities/ Government Institutes, PSUs are works which are got

executed against advance deposit/payment of estimated amount of work either in full or in part or in stages and all such payments shall be considered as payment to such agencies in accordance with the philosophy of Deposit Works.

- ii) Powers are to be exercised after considering all factors like urgency, specialized jobs, and availability of budget.
- iii) It shall be the responsibility of the indenting Department to draft the Scope of Work, identify the agency and invite proposals along with costs and terms of execution of the assignment.
- iv) Normally no/BG/EMD/SD shall be required to be deposited by the agencies through whom the deposit works are to be executed. However, the provision of BG against advance payment/SD etc. may be considered on case to case basis.
- v) In case of Deposit works to Government Agencies/ autonomous bodies/Board/Government Universities/ Government Institutions/ PSUs, the proposals shall be examined and initiated by the indenting department who shall ensure that the rate/cost quoted by the deposit work agencies is as per their standard norms after concurrence by Finance, process for approval of Competent Authority. After approval, the Contracts Department/Indenting department shall issue the letter of Award for the work and ensure the signing of Contract, wherever required.

59. Purchase of goods and services from Government Department/PSUs

- i) Powers are to be exercised after considering all factors like urgency or specialized jobs/ items/goods, availability of budget and reasonableness of rates.
- ii) The award approving authority shall exercise full powers to waive off the requirement of BGs against Advance payment, if any, Security Deposit/CPG, EMD etc. for purchase from Government agencies /PSUs.
- iii) The authorized representatives shall be required to submit a valid authorization from Government Department/Public Sector Undertakings along with their bid(s).

60. Purchases on DGS&D Rates/GeM (Government e-Market place)

- i) The DGS&D rates/GeM contracts should be operated if HPSEBL is a direct demanding organization for the concerned item.
- ii) The guidelines issued by the Govt. for procurement of Items through GeM should also be adhered.
- iii) In all cases of procurement first preference will be given to GeM.

61. Repeat Orders

Repeat Order may be placed with financial consultation, based on previous order placed, subject to the following:

- i. The date of repeat order shall not be more than six months after the issue of the original order.
- ii. In any case the total quantity of repeat order should not exceed 40% of the original quantity and is to be resorted to only once in each case.
- iii. A certificate to be recorded by the procurement entity, after reasonable assessment, that there has been no downward trend in price.
- iv. The price against the original order was not escalated to compensate for early deliveries.
- v. In the event of repeat order envisaging different locations for delivery, suitable adjustment in price shall be made.
- vi. Delivery period of repeat order should not be more than the delivery period of the original order.
- vii. The original order was not finalized on single tender basis on ground of urgency.
- viii. Repeat order shall not be placed more than once.
- ix. Repeat order including the original order shall not exceed the powers delegated to the concerned officer.
- x. No repeat order will be placed against previous order placed on Single Tender Basis except single tender involving Proprietary Article Certificate.

62. Changes in Guidelines

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

63. GUIDELINES FOR PREPARATION OF ESTIMATES FOR TURN-KEY PROJECTS IN HPSEBL.

1. Estimates for all activities/ works shall be prepared as per actual measurement. It shall be the responsibility of the Junior Engineer in-charge of the work to take actual measurements of the quantities involved after visiting spot and undertaking detailed survey as per site conditions. The quantities of each item shall also be verified by Assistant Engineer in-charge of the work. If certain items of civil engineering are involved in the work, estimation of the quantities of each items shall be got verified from Junior Engineer (Civil) and by the Assistant Engineer (Civil) concerned. Assistant Engineer in-charge shall be responsible for the final bill of quantities and their rates in each work. The Sr. Executive Engineer in-charge shall also verify the bill of quantities and their rates.

2. Estimates for infrastructure works shall be prepared based on the approved Schedule of Rates (SOR) notified by HPSEBL after approval of HPERC. If SOR is not available then the estimate shall be prepared based on HPPWD etc. rates or rates maintained by Irrigation/ Power Department/ Stores with prevailing premium. If rates are not available in any of them, the estimate shall be based on prevailing market rates. For other items, established norms/ guidelines such as CWC/ Irrigation etc. or prevailing market rates may be applicable, may be used.”
3. The sanctioning authority of the estimate shall make prudent checks on all the activities with quantity of work proposed in the estimate before sanctioning it. Wherever required, site visits would also be conducted to cross verify the quantum of work/ material specified in the estimate. In case, the civil activities constitute more than 50% of the estimated cost, the sanctioning authority shall ensure that the estimate is got checked from the Civil Engineer not below the rank of Sr. Executive Engineer working in HPSEBL or be referred to Chief Engineer (PCA).”

64. GUIDELINES FOR PROCESSING FOR TENDER FOR PROCUREMENT OF GOODS/HIRING OF SERVICES INCLUDING TURN-KEY PROJECTS IN HPSEBL.

- 1) Minimum three techno-commercially qualified tenders shall be required for further processing.
- 2) If two techno-commercially qualified bids are received, approval of one step higher authority shall invariably be obtained for further processing.
- 3) Consideration of Lack of competition- Single tender generally will not be processed, except in emergent cases where participation of bidders is poor despite extension of bids thrice subject to fulfilment of following criteria and case may be processed as per relevant provision of open tenders mentioned above.

All such cases where single tender has been received the same can be considered by the procuring entity subject to approval of one step higher authority provided following conditions are satisfied:-

- i. *The procurement was satisfactorily advertised and sufficient time was given for submission of bids.*
- ii. *The qualification criteria were not unduly restrictive and*
- iii. *Prices are reasonable in comparison to market values.*

Note: These instructions are in accordance with Government of India, Ministry of Finance, department of Expenditure notification no. F.1/1/2021-ppd dated 29.10.2021



- 4) Land acquisition and forest clearance etc. shall be ensured before awarding of work, so that delay in completion of work and price escalation could be avoided.
- 5) All other terms & conditions contained in the Standard Bidding Document for Turn-key projects in HPSEBL and HPSEBL's Delegation of Financial, Administrative and HR, Powers 2024 shall remain in force.
- 6) Action in case of No response / Unreasonably High rated Response to tender in case of Civil works:-
If no response to tenders from the contractors of the appropriate class is received or if unreasonably high rates are received following measures may be taken by the NIT approving authority after obtaining approval of the competent authority:-
 - a) Tenders will be opened to next lower class.
 - b) Modify the eligibility criteria suitably."



CONSTITUTION OF TENDER COMMITTEES FOR PROCUREMENT ANNEXURE-I				
Sr. No.	Level of Committee	Comprising of following	Functions in committee	Remarks
1.	MD Level	Director (Finance)	Member	As deemed fit by the MD any committee may be constituted based on the tender.
		Concerned Director	Member	
		Chief Engineer (MM)	Member Secretary	
		Chief Engineer concerned	Special Invitee	
	Director Level	Director (concerned)	Member	Prior approval from F&A Wing shall be obtained. C.E. (OP) will only be the member in respect of purchase of decentralized items concerned and shall be a special invitee only in respect of the purchases of decentralized items.
		C.E.(Concerned)	Member	
		C.E.(MM)	Member Secretary	
		CAO	Member	
2	C.E. Level	C.E.(Concerned)	Member	* If the case pertains to the C.Es. Other than CE (MM) for the purchase above Rs. 2. Lakh
		S.E.(Works)	Member Secretary	
		A.O.	Member	
		Sr. Xen. From o/o CE(MM)	Member*	
	S.E. Level	S.E.(Concerned)	Member	--
		Sr. Xen. (Concerned) / Sr. Xen. Works	Member	
		AAO	Member	
	Sr. Xen. Level	Sr. Xen / Sr. XEN (Works)	Member	--
		AE(Works)	Member	
		Supdt. (D/Accounts)	Member	

Note:- The Chairman has over-riding Administrative Powers to constitute any committee as deemed fit in public interest.

CONSTITUTION OF TENDER COMMITTEES FOR TURNKEY WORKS		
ANNEXURE-II		
Level of Committee	Comprising of following	Functions in committee
MD Level	Director (F&A)	Member
	Concerned Directors	Member
	CE(MM)	Member Secretary
	CE(Concerned)	Special Invitee
Director Level	Director(Concerned)	Member
	CE(Concerned)	Member
	CE(MM)	Member Secretary
	CAO	Member
C.E. Level	CE(Concerned)	Member
	SE(Works)	Member Secretary
	SE(Concerned)	Member
	AO (F&A) Wing, AAO may be allowed for opening of E- Tender , where AO Is not posted. However in negotiation AO will be member	Member
S.E. Level	SE(Concerned)	Member
	SE (Works of CE office)	Member*
	Sr. Xen./ Sr. Xen. (Works)	Member
	AAO	Member
Sr. Xen. Level	Sr. Xen. (Concerned)	Member
	AO (Sr. Xen.(Works) / AE (Works)	Member*
	Accountant	Member

Note:- The Chairman has over-riding Administrative Powers to constitute any committee as deemed fit in public interest.

Section-I				
Delegation of Financial Power (DOFP) -2024				
Sr. No.	Name of Power	Authority to whom Delegated	Extent of Power	
			Capital Works	Revenue Works
1	ADMINISTRATIVE APPROVAL (Administrative Approval and Expenditure Sanction to Approval in Capex Plan by HPERC and Annual Plan by BOD			
I)	To accord Administrative Approval for works other than buildings	BODs	Full Power	Full Power
		Chairman	Rs. 300 Crore	Rs. 200 Crore
		MD	Rs.100 Crore	Rs. 50 Crore
		DIRECTOR (OP) /TECHNICAL /Civil	Rs. 5.00 Crore	Rs. 2.00 Crore
		CEs(OP)/(SO)	Rs. 3.00 Crore	Rs. 20.00 Lac
		CEs(ES)/(GEN) /(PCA)	Rs. 3.00 Crore	Rs. 50.00 Lac
		SEs	Rs. 01.00 Crore	Rs. 2.00 Lac
		Sr. XENs/REs	Rs. 5.00 Lac	Rs. 1.00 Lac
		AEEs/AEs	Rs. 0.50 Lac	Rs. 0.25 Lac
	Note: i. For Revenue Works the Power shall be exercised as per the availability of budget during the year ii. Expenditure sanction of schemes shall be taken separately iii. Subject to the availability of budget			
II)	To accord the administrative approval in respect of minor capital 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	Chairman	Rs. 15.00 Crore	Nil
		MD	Rs.5.00 Crore	Nil
		Directors(OP)/(Tech)/(Civil)	Rs. 3.00 Crore per Zone/Wing PA	Nil
		CEs(OP)/(P&A)	Rs. 25.00 Lac per case upto Rs. 2.00 Crore	Nil
		CEs(ES)/(GEN)	Rs. 30.00 Lac per case upto Rs. 2.00 Crore	Nil
	Note: The detailed estimate shall not exceed Rs. 15.00 lac in each case in respect of Operation wing and Rs. 30.00 lac in case of ES and Generation wing. The works proposed shall be completed within the same financial year. CEs shall exercise their powers after approval from the concerned Director within the 'Allotted budget per wing per annum.			

III)	To accord administrative approval to expenditure on all works in connection with the constructions, purchase, conversion of building to be used as residence of Board's employees as well as Non-residential buildings i.e. Power House building, Control Room building for Sub-station, Store building & office building etc. subject to budgetary provisions.	MD (In consultation with the Director concerned if deemed fit by the MD)	Full Power	Full Power
		DIRECTOR CONCERNED	Rs. 01.00 Crore	Rs. 01.00 Crore
		CEs(OP)/(SO)/IT/(ES)/(GEN)/PCA	Rs. 50.00 Lac	Nil
		SEs	Rs. 15.00 Lac	Nil
		Sr. XENs/REs	Rs. 5.00 Lac	Nil
IV)	To accord administrative approval to estimates of expenditure in connection with existing buildings	Chairman	Full Power	Full Power
		MD	Rs. 200.00 Lac	Rs. 100.00 Lac
		DIRECTOR CONCERNED	Rs. 50.00 Lac	Rs. 25.00 Lac
		CEs(OP)/(ES)/(GEN)/ PCA	Rs. 15.00 Lac	Rs. 5.00 Lac
		SEs	Rs. 5.00 Lac	Rs. 1.00 Lac
		Sr. XENs/REs	Rs. 1.00 Lac (per vehicle)	Rs. 0.50 Lac
	Subject to the condition that budget is available & estimate is sanctioned by competent authority			
V) (a)	Administrative approval for Special Repair of Trucks and other heavy machineries like earth mover, pooking, dozer, JCBs EOT Crane at Power Houses Tunnel Boring Machine etc. Carriage of movable assets, T&P and repair thereof	WTDs	Full Power	Full Power
		DIRECTOR CONCERNED	Up to 3.00 Lac each case	Up to 3.00 Lac each case
		CEs(OP)/(ES)/(GEN)/ PCA	Rs. 2.00 lac at a time maximum Rs. 10.00 lac Per Annum	Rs. 10.00 lac PA

		SEs	Rs. 1.00 lac at a time subject to maximum Rs. 03.00 lac Per Annum	Rs. 03.00 lac PA
		Sr. XENs/REs	Rs. 0.25 Lac at a time Rs. 0.50 Lac Per Annum	Rs. 0.25 Lac at a time Rs. 0.50 Lac Per Annum
	These powers shall only be exercised provided vehicle can be safely and economically piled on the road to render useful services. The expenditure so incurred can be effectively recovered.			
V) (b)	All other Vehicles	DIRECTOR CONCERNED	Full Power	Full Power
		CEs(OP)/(ES)/(GEN)/PCA	Rs. 0.50 lac at a time maximum Rs. 03.00 lac PA	Rs. 0.50 lac at a time maximum Rs. 02.00 lac PA
		SEs	Rs. 0.25 lac at a time max Rs. 1.00 lac PA	Rs. 1.00 lac PA
		XENs	0.10 Lac PA	Rs. 0.10 Lac PA
	These powers shall only be exercised provided vehicle can be safely and economically piled on the road to render useful services. The expenditure so incurred can be effectively recovered. Subject to availability of budget and after concurrence of F&A wing.			
V) (c)	Special repair & R/R of all kind of works other than vehicles. (These powers shall be exercised for special repair of Generation, Transmission and Distribution Works other than repair and maintenance of buildings) subject to budget provisions.	CEs(OP)/(SO)	Rs. 01.00 lac at a time max. Rs. 10.00 lac PA	Rs. 25.00 Lac in each case as per TIE-IV and subject to availability of budget
		CEs(ES)/(GEN)	Rs. 01.00 lac at a time max. Rs. 10.00 lac PA	Rs. 1.00 Crore in each case as per TIE-IV and subject to availability of budget

		SEs	Rs. 02.00 lac at a time max. Rs. 20.00 lac PA	Rs. 2.00 Lac in each case as per TIE-IV and subject to availability of budget with prior approval of CE concerned
		Sr. XENs/REs	Rs. 05.00 PA	Rs. 0.50 Lac in each case as per TIE-IV and subject to availability of budget and prior approval of Chief Engineer concerned
	Note: All the CEs shall however, exercise full power against natural calamity relief funds as allocated to them by concerned Director.			
V) (d)	Special repair of civil component of Power Houses i.e. Barrage/intake etc.	WTDs	Full Power	Full Power
		DIRECTOR(T)(OP)	Rs. 1.00 Crore	Nil
		CE(GEN)	Rs. 25.00 Lac PA	Nil
		SE(GEN)	Rs. 10.00 Lac PA	Nil
		Sr. XENs/REs	Rs. 5.00 Lac PA	Nil
	Subject to the provision in Capex Plan and Budgetary Provision and prior approval of Director concerned			
V) (e)	Special repair of residential and non-residential complexes	MD	Full Powers	Full Power
		CEs	Rs. 50.00 Lac PA	Rs. 3.00 Lac for each case, Rs. 30.00 Lac PA
		SEs	Rs. 25.00 Lac PA	Rs. 1.00 Lac for each case, Rs. 10.00

				Lac PA
		Sr. XENs/REs	Rs. 2.00 Lac per case Rs. 10.00 Lac PA	Rs. 0.50 Lac for each case, Rs. 05.00 Lac PA
	Subject to the provision in Capex Plan and Budgetary Provision further the estimate shall be approved by the Director Concerned			
VI)	To convey Administrative Approval against strengthening of EHV system to meet the immediate load demand of coming up industries various areas of H.P. under SHORT TERM PLAN	CEs	Full Power	Nil
		SEs	Rs. 10.00 Lac in each case	Nil
		Sr. XENs/REs	Rs. 05.00 Lac in each case	Nil
		AEEs/AEs	Rs. 0.5 Lac in each case	Nil
	Subject to Capex and budget provisions.			



2	TECHNICAL SANCTION			
I	To accord technical sanction to detailed estimates for works including deposit works	CEs(OP)/	Full Powers	Full Power strictly as per TIE-IV
		CE (Comm.)	Rs. 3.00 cr.	Rs. 3.00 cr.
		CEs(SO)/(ES)/ (GEN)/PCA/(SO)	Full power	Full Power strictly as per TIE-IV
		SEs	Rs. 1.00 Crore	Rs. 30.00 Lac
		Sr. XENs/REs	Rs. 25.00 Lac	Rs. 02.00 Lac
		AEEs/AEs	Rs. 0.50 Lac for Service Connection	Rs. 0.25 Lac
The Works exceeding the power vested shall be approved by the Committee comprising of Director (T) and Director (OP) for the works under the Operation, ES and Generation wing. Committee of Director (T) and Director(C) in respect of work under project wing. In respect of deposit works no A/A & E/S would be required and Chief Engineer shall have full power to accord Technical Sanction up to the amount delegated.				
II	To accord technical sanction to the detailed estimates for maintenance and special repair of works under construction only	CEs	Full Power	Full Power
		SEs	Rs. 2.00 Lac	Nil
		Sr. XENs	Rs. 0.50 Lac max. subject to approval by SE concerned	Nil
The expenditure shall be restricted within 1% of the project cost.				
III	To accord technical sanction in respect of detailed estimates for survey preliminary to the preparation of scheme	CEs	Full Power	Nil
		SEs	Rs. 10.00 Lac	Nil
Subject to the condition that the proposal / scheme stands approved in principal by Managing Director of HPSEB in consultation with concerned Director.				
IV	To accord technical sanction in respect of detailed estimates for purchase of vehicles under a schemes or a Deposit Work	CEs	Full Power	Full Power

	1. No specific administrative approval shall be required for the purchase of vehicle if funds / budget is available and the vehicle is proposed for purchase is as per norms approved by the HPSEBL or vehicle are procured against replacement 2. In other cases purchase shall be subject to the approval from competent authority. In case of Deposit Work having specific provision for a vehicle prior approval of the concerned Director and Director(F&A) shall be obtained before placing the purchase order on GEM rates			
V	To accord Technical Sanction against strengthening of EHV system to meet the immediate load demand of coming up industries at various areas of H.P. under SHORT TERM Plan	CEs	Full Power	Nil
		SEs	Rs. 75.0 Lac in each Case	Nil
		Sr. XENs	Rs. 15.0 Lac in each Case	Nil
		AEEs/AEs	Rs. 1.0 Lac in each Case	Nil
Note:-No separate administrative approval, expenditure sanction would be required in respect of deposit works. Technical Sanction for the works shall be granted as detailed in 2(i)				



3	AGREEMENTS			
i	Acceptance of lowest tender or award of works by negotiations.	BOD	Full Power	Full Power
		Chairman	Rs.300 Crore	Rs. 200 Crore
		MD(In consultation with Director concerns if deemed fit)	Rs. 100.00 Crore	Rs. 10.00 Crore
		Director (OP)/ Tech/Civil	Rs. 10.00 Crore	Rs. 5.00 Crore
		CEs(OP)/(SO)	Rs. 5.00 Crore	Rs. 50.00 Lac
		CEs (ES)/ (GEN)/PCA	Rs. 5.00 Crore	Rs. 2.00 Crore
		SEs	75.00 Lac	10.00 Lac
		Sr. XENs/REs	15.00 Lac	5.00 Lac
	The above powers are subject to following conditions: 1. There is properly technical sanctioned detail estimate. 2. If the lowest tender is higher than 5% above of the estimate /cost data rates, approval of next higher authorities should invariably be obtained. 3. If the tender other than the lowest is accepted, approval of next higher authority shall be obtained. In case of the Chief Engineer, the next higher authority shall be concerned Director. 4. In all cases where the value of tender is Rs. 300 lac or above, prior financial concurrence of F&A is mandatory. The financial concurrence case shall have to be decided of submission of case to F&A Wing. 5. Operation and maintenance contract for EHV/HV substation awards will be dealt within the powers subject to principal approval of WTD. The above is further subject to the provision in CAPEX 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 Purchase Manual. However, the responsibility shall rest with the authority heading the committee. The constitution of SPC shall be as provided in the Purchase Manual of HPSEB Ltd.			
ii	Award of work without call of tender in emergent cases	BODs	Full Power	Full Power
		WTDs	Rs. 1.00 Crore	Rs. 50.00 Lac
		Director (OP)/T/PCA	Rs. 20.00 Lac	Rs. 10.00 Lac
		CEs(OP)/ (ES)/ (GEN)	Rs. 3.00 Lac	Rs. 3.00 Lac
		SEs	Rs. 0.20 Lac	Rs. 0.20 Lac
	Note:- The power should be utilized sparingly and in emergency only and the emergent circumstances have to be recorded. These powers are to be used under intimation to the next higher officer.			

iii(a)	Award of work through work order for works and repairs	Sr. XENs/Sr XEN (IT)	Rs. 0.50 Lac at a time subject to maximum amount of Rs. 8.00 lac PA. For deposit works Rs 0.5 lac at a time with no limit	Rs. 1.00 Lac at a time for emergency work subject to subject to maximum of 4.00 Lac/PA budget availability
		Res	Rs. 1.00 Lac at a time subject to maximum 8.00 lac P/A	Rs. 0.50 Lac at a time subject to maximum 4.00 lac P/A
		AEEs/AEs	Rs. 0.25 Lac at a time subject to maximum 2.00 lac PA	Rs. 0.25 Lac at a time subject to max 2.00 lac PA
	Subject to the conditions that:- i) In case of specific works the overall cost is within 5% of the sanctioned estimate. ii) These powers shall not be applicable for the purchase of materials. iii) Rates offered are reasonable and any attempt to over profiling by the contractor is guarded against. iv) The total quantity of works is not split to bring it within the powers of work order. The essence is that this power shall be used for the execution of works which are predominately labour intensive. Any attempt to purchase the material through this route is strictly banned. The prior permission of SE concerned shall have to be obtained if the annual limit as vested to Sr. EEs/REs is exhausted by the Sr. EE. The power vested with XEN (IT) only for revenue works and shall be exercised after approval of SE concerned.			
	i) Admn. Approval for revised estimates after deviation as approved by the competent authority shall be required. II) The deviation to be got concurred from the respective accounting unit.			
	The concurrence of the cases shall be done as per the condition in 3(i)			
iii	To accord sanction	BoD	Full Power	

(b-i)	to extra items	WTD	upto 25% on the recommendation of Director concerned.
		Director	upto 10 % of the awarded amount of the work
		CE	upto 7 % of the awarded amount of the work
		SE	upto 5 % of the awarded amount of the work
Rate of the extra items has to be justified with rate analysis/market rates. The extra items should be got concurred from the respective Accounting unit. (ii) The provision of the extra items shall be made in the revised estimates, irrespective of the amount.			
iii (b-ii)	To accord sanction to substituted items	BoD	Full power
		WTD	upto 25% on the recommendation of Director concerned.
		Director	upto 15 % of the awarded cost of the items which are being substituted.
		CE	Upto 10 % of the awarded cost of the items which are being substituted.
		SE	Upto 5 % of the awarded cost of the items which are being substituted.
Rate of the extra items has to be justified with rate analysis/market rates. The extra items should be got concurred from the respective Accounting unit. (ii) The provision of the extra items shall be made in the revised estimates, irrespective of the amount.			
iii (b-iii)	To accord sanction to deviation in-quantity	a) In the Event of Deviation upto 5% of the awarded amount.	
		CE	<i>In respect of initial work awarded by CE/Director/MD/WTD/BOD, the powers to sanction deviation upto 5% of the total awarded amount shall be vested with CE.</i>
		SE	<i>In respect of initial work awarded by SE, the powers to sanction deviation upto 5% of the total awarded amount shall be vested with SE.</i>
		Sr XEN	<i>In respect of initial work awarded by Sr XEN, the powers to sanction deviation upto 5% of the total awarded amount shall be vested with Sr XEN.</i>

iii (b-iv)	To accord sanction to deviation in-quantity	b) In the Event of Deviation beyond 5% of the awarded amount.		
		MD	i) Full power on the recommendation of Director concerned, if the deviated amount exceeds 5% of the awarded amount in respect of works awarded by Director/MD/ WTD/ BOD. ii) Full power for any deviation above 25% on the recommendation of concerned director after getting financial concurrence from F&A Wing.	
		Director	In respect of initial works awarded by CE, if the deviation is beyond 5% of the total awarded amount, the power to sanction deviation upto 25% of the total award amount shall be vested with Director.	
		CE	In respect of initial works awarded by SE, if the deviation is beyond 5% of the total awarded amount, the power to sanction deviation upto 25% of the total award amount shall be vested with CE.	
		SE	In respect of initial works awarded by Sr XEN, if the deviation is beyond 5% of the total awarded amount, the power to sanction deviation upto 25% of the total award amount shall be vested with SE.	
Remarks (Against iii to b (i to iv): i) Admn. Approval for revised estimates after deviation within the range of 3% shall not required any financial concurrence from F&A Wing. However, financial concurrence of the respective accounting unit (Supdt. (D/A) in case of Sr XEN/AAO in case of SE & AO in case of CE) nearest AAO in case where AO is not posted in the o/o CE shall be obtained before according approval deviation upto 20%. ii) In case the TS is required for the revised estimates: The power for TS for the R/estimates shall be as per powers delegated to respective authorities under existing DOFP. (iii) Progressive payments upto 103% shall be continue to be released by the field units subject to the approval of deviation in quantity by the respective authority after requisite financial concurrence, A/A & T/S. (iv) It is to be noted that in such cases where the item wise rates exceeds 25% limit as compared to the estimated rates, if the deviation in the quantity in such cases exceeds 25%, the execution of such works shall be done only after approval of next higher authority. (v) Deviation shall be for technically justified reasons only.				
iv	Award of work for getting repair from	MD	Full Power	Full Power

	original manufacturers of 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 got repaired from outside) and various IT/non IT equipment's existing at various offices. ²¹	Directors	<i>Rs. 50.00 Lac per Case maximum to Rs. Upto 300 Lac</i>	<i>Rs. 50.00 Lac per Case maximum to Rs. Upto Rs. 300.00 Lac</i>
		CE/CE(Comm.)	<i>Rs. 20 lac per case max Rs 200 Lac PA</i>	<i>Rs. 20 lac per case max Rs 200.00 Lac PA</i>
		SEs/SE (IT)	<i>Rs. 2.00 lac in each case max. Rs. 20.00 lac PA</i>	<i>Rs. 1.00 lac in each case max. Rs. 10.00 lac PA</i>
		Sr. XEN/REs	<i>Rs. 0.50 lac in each case max. Rs. 3.00 lac PA</i>	<i>Rs. 0.25 lac in each case max. Rs. 1.00 lac PA</i>
	Subject to the condition 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 subject to availability of budget.			
v)	To sanction service charges for the deputation of service engineer of original equipment manufacturer or their authorize representative /dealers of power house and sub stn. equipment in respect of and various IT/non IT equipment's existing at DC/DRC and other offices.	CEs/CE Comm.	Full Power	Full Power
		SEs/SE (IT)	0.50 Lac in each case subject to max. of Rs. 5 lac PA	0.25 Lac in each case subject to max. of Rs. 3 lac PA
		Sr. XEN/REs	0.25 Lac in each case subject to max. of Rs. 2 lac PA	0.10 Lac in each case subject to max. of Rs. 1 lac PA
vi)	To make advance payment for the deputation of above Service Engineer	CEs(GEN)/(ES)(OP)/C omm.	100% of the bill raised subject to Max. Rs. 1.000 Lac	100% of the bill raised subject to Max. Rs. 1.00 Lac
	Note:- The Advance Payment if required to be made can be allowed by Chief Engineer after justification.			

vii)	Testing of transformer oil, DGA Test, Diagnostic Tests of equipment, Energy Meter, any other electrical material, Meter Test Bench, any measuring instrument and equipment, Protective Relays/Disturbance Recorder/Event Logger etc. from Govt. agency/ Lab Govt. Test House without calling quotations.	CEs	Full Power	Full Power
		SEs	0.50 Lac in each case Max. 5.00 Lac P/A	0.50 Lac in each case Max. 3.00 Lac P/A
		Sr. XEN/REs	0.25 Lac in each case Max. 2.00 Lac P/A	0.25 Lac in each case Max. 2.00 Lac P/A
	The expenditure needs to be charged to the estimate duly approved and sanctioned.			

4	PURCHASE			
i	To sanction purchase of material including equipment & T&P against RSL the approved requirements	BODs	Full Power	Full Power
		WTDs	Rs. 25.00 Crore	Rs. 25.00 Crore
		Director(OP)/Tech/Civil	Rs. 3.00 Crore	Rs. 1.00 Crore
		CEs(OP)	Rs. 2.00 lac at a time subject to max. of Rs. 15.00 lac PA	Rs. 10.00 Lac PA
		SEs	Rs. 0.50 lac at a time subject to max. of Rs. 2.00 lac PA	Rs. 1.00 Lac PA
	Provided that the RSL Sanctioned for the year is not exceeded at any time by such purchase and material is used within six months of purchase.			
ii(a)	Purchase on rate contract of the CCS/HP Govt. Deptt./PSU/Other Subsidiary of HP Govt./GeM	CEs (GEN/OP/ES/PCA)	Full Power	Full Power
		SEs	Rs. 02.00 Lac per item subject to the max. 15.00 Lac P/A	Rs. 02.00 Lac per item subject to the max. 15.00 Lac P/A
		Sr. XEN/REs	Rs. 0.50 Lac per item subject to the max. 5.00 Lac P/A	Rs. 0.50 Lac per item subject to the max. 5.00 Lac P/A
	1. Purchases shall be regulated as per the actual requirement for specific work, subject to the availability of budget and material so purchased is put to use within six months of purchase. 2. The Tyres & tubes can be procured from HP Agro Industries Corporation on single quotation or Rate Contract.			
ii(b)	Purchase of Tyres & Tubes from Certified authorized Dealers only through call of Quotations.	CEs	Nil	Rs. 1 lac per case max. Rs. 10 lac PA
		SEs	Nil	Rs. 0.50 lac per case subject

				to max. Rs. 02.00 lac PA
		SR. XEN/REs	Nil	Rs. 0.20 lac per case subject to max. Rs. 1 lac PA
	Minimum of three quotations from 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. Departments.			
iii	Purchase on DGS&D Rate Contract	CEs (OP)/(SO)/ ES)/(GEN)/(PCA)	Full Power	Full Power
		SEs	Rs. 2.00 lac per Division PA	Rs. 2.00 lac per Division PA
		Sr. XEN/REs	Rs. 2.00 lac per annum	Rs. 0.50 lac per item subject to the max. Rs. 2 lac PA
	Purchases shall be regulated as per the actual requirement for specific works ,subject to the availability of budget and material so purchased is put to use within six months of purchase			
iv	Purchase of Cement and Steel from Prime manufacturers (Cement shall be procured on HP Govt. Rate Contract with the approval of Director) Steel shall be purchased from TISCO, SAIL Tata and Rashtriya Ispat with the approval of concerned Director.	CEs	Full Power with approval from concerned Director	Nil
		SEs	Rs. 05.00 Lac per annum with approval of the Chief Engineer concerned	Nil
	Subject to budgetary provision and sanction of the estimates			

v	Purchase through quotations/tenders for stock and works including T&P	CEs(OP)	Rs. 02.00 Lac at a time subject to a max. limit of Rs. 50.00 lac per Circle PA	Rs. 02.00 Lac at a time subject to a max. limit of Rs. 30.00 lac per Circle PA
		CE(ES)	Rs. 02.00 Lac at a time subject to a max. limit of Rs. 50 lac per Circle PA	Rs. 02.00 Lac at a time subject to a max. limit of Rs. 50.00 lac per Circle PA
		CE(Gen)	Rs. 02.00 Lac at a time subject to a max. limit of Rs. 50 lac per Circle PA	Rs. 02.00 Lac at a time subject to a max. limit of Rs. 50.00 lac per Circle PA
		SEs	Rs. 01.50 lac at a time with ceiling of Rs. 5.00 lac per Division PA	Rs. 0.50 lac at a time with ceiling of Rs. 02.00 lac per Division PA
		SEs(ES)	Rs. 01.00 lac at a time with ceiling of Rs. 5.00 lac per Division PA	Rs. 0.50 lac at a time with ceiling of Rs. 02.00 lac per Division PA
		SEs(Gen)	Rs. 01.00 lac at a time with ceiling of Rs. 5.00 lac per Division PA	Rs. 0.50 lac at a time with ceiling of Rs. 05.00 lac per

				Division PA
		Sr. XEN/REs	Rs. 0.30 lac at a time with ceiling of Rs. 03.00 lac PA	Rs. 0.20 lac at a time with ceiling of Rs. 02.00 lac PA
		AEEs/AEs	Rs. 0.10 lac subject to max. 0.50 lac PA	Rs. 0.05 lac subject to max. 0.25 lac PA
		JEs	Rs. 3000/- subject to max. Rs. 0.50 lac PA	Rs. 3000/- subject to max. Rs. 0.10 lac PA
	i) All purchase shall be against specific work with approved estimate & availability of budget. The purchase shall be on need basis as per the requirement advanced by the subordinate offices and 5 Nos. quotations are not available on rate contract. The procured material shall be used within six months of purchase. ii) The items costing upto Rs. 3000/- per item can be purchased without calling quotations.			
v(a)	Purchase through quotations/tenders for stock and works including T&P against strengthening of EHV system to meet the immediate load demand coming up industries at various areas of H.P. under SHORT TERM PLAN	CEs	Rs. 5.00 Lac per item with a ceiling of Rs. 30.00 lac per circle PA	Nil
		SEs	Rs. 1.00 Lac per item with a ceiling of Rs. 05.00 lac per division PA	Nil
		Sr. XEN/REs	Rs. 0.50 lac per item with a ceiling of Rs. 02.00 lac PA	Nil
		AEEs/AEs	Rs. 0.10 lac subject to max. of Rs. 0.50 lac PA	Nil
		AAEs/JEs	Rs. 1500/- subject to max. of Rs. 0.50 lac PA	Nil

	(i) All purchase shall be against specific work with approved 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 on rate contract. The procured material shall be used within six months of purchase. (ii) The items costing upto Rs. 1000/- per item can be purchased without calling quotations.			
vi)	To approve rate contract for purchase of metering equipment / T&P etc. and other major centrally purchased items for specific period for use on works.	WTD	Full Powers	
	Subject to the condition that: i) O/o CE(MM) will issue the press tender for the item for which rate contract is to be issued. ii) Rate Contract of items shall be fixed for the financial year or the specified period and indent will be placed by respective CEs/SEs/Sr. XENs for the procurement as per requirement from time to time subject to availability of budget and requirement. Purchase to be made by grant of Expenditure Sanction by competent authority. However, in emergent case Purchase Order can be placed with the prior approval of Director.			
vii)	To undertake pilot project in the area of functioning of HPSEBL	BODs	Full Power	Nil
		Chairman	Rs. 10.00 Crore	Nil
		MD	Rs. 1.00 Crore	Nil
		Director	Rs. 50.00 Lac with the approval of MD	Nil
		CEs	Rs. 20.00 Lacs with the approval of concerned Director	Nil
	Subject to the condition that concept is approved and tangible benefits can be listed			
viii)	a) P.O.L. in respect of Board's vehicles attached with various officers of the HPSEBL	Directors	No fixed limit (Subject to the limit of 100 Ltrs. Per month for local journey as per Govt. orders)	
		CEs/SEs/Sr. XENs/REs and other Officers with attached Vehicles	As per office order No. 96 dated 05.03.2008, endst. Vide No. HPSEB(Sectt)/FT-II/391/2008-118425-625 dated 05.03.2008	
	b) P.O.L. for all other vehicles (Light/Heavy) other than attached vehicles)	DDOs	Full Powers (As per actual requirements)	

	The exercise of this power shall be subject to norms and amendment effected by HPSEB Ltd. from time to time			
ix)	Purchase of Turbine Oil, Grease and other lubricants for Power House use from Govt./Semi Govt./PSU and to make advance payment in respect of above.	Res	Full Powers	Full Power
ix) (a)	To accord Administrative Approval for self-execution basis works for SOP works	CEs	Full Powers	--
		SEs	Rs. 25.00 Lacs	--
Note: i) Shall be exercise for the self-execution works in case of potential consumers. ii) If there is material available in HPSEBL Store, the same may be considered as priority to these estimates and shall be provided by HPSEBL. iii) No self-execution work below 2 lakh shall be allowed.				
ix) (b)	To accord Administrative Approval for self-execution basis works for shifting of lines	CEs	Full Power	Full Power
x)	Purchase of Transformer oil from Govt. Agency in case of emergency subject to approval of competent authority.	CEs	Full Powers	Full Power
Subject to the approval of the competent authority and NOC from CE(MM) is taken.				
xi) (a)	Proprietary articles from original manufacturers of their authorized dealer for use on works (subject to the condition that purchases are made against the	CES	Full Power	Full Power
		SEs	Rs. 1.00 Lac subject to max. of Rs. 10.00 lac PA	Rs. 1.00 Lac subject to max. of Rs. 5.00 lac PA

	sanctioned estimates/works & availability of Budget).	Sr. XEN	Rs. 0.25 Lac subject to max. of Rs. 02.00 lac PA	Rs. 0.25 Lac subject to max. of Rs. 01.00 lac PA
		Res	Rs. 0.50 Lac subject to max. of Rs. 03.00 lac PA	Rs. 0.50 Lac subject to max. of Rs. 02.00 lac PA
	Note:- The Advance Payment if required to be made can be allowed by Chief Engineer after justification			
xii)	To incur expenditure on Power House Equipment, EHV Equipment/accessories, Battery Charger, Sub-Station/Grid Station Switchgears, CT/PT, isolators, HV/LV equipments etc. and all items which are beyond the scope of Central Purchase	Chairman	Full Power	Full Power
		MD(in Consultation with Director concerned if deemed fit)	Rs. 04.00 Crore per case subject to maximum 50.00 Crore	Rs. 04.00 Crore per case subject to maximum 10.00 Crore
		Director(OP)/(tech.)	Rs. 02.00 Crore PA	Rs. 02.00 Crore PA
		CEs(OP)	<i>Rs. 25.00 lac at a time subject to Rs. 04.00 Crore PA</i>	Rs. 05.00 lac at a time subject to Rs. 100.00 Lac PA
		CEs(ES) & (Gen)	<i>Rs. 50.00 lac at a time subject to Rs. 03.00 Crore PA</i> <i>Rs. 20.00 lac at a time subject to Rs. 01.00 Crore PA</i>	Rs. 25.00 lac at a time subject to max. Rs. 02.00 Crore PA Rs. 10.00 lacs at a time subject to Rs. 50.Lac PA

		SE Elect(Design)	<i>Rs. 20.00 lac at a time subject to Rs. 50.Lac PA</i>	Rs. 10.00 lacs at a time subject to Rs. 30.00 Lac PA
		SEs (Gen.)	<i>Rs. 25.00 lac at a time subject to Rs. 04.00 Crore PA</i>	Rs. 05.00 lac at a time subject to Rs. 100.00 Lac PA
	Provided estimates are sanctioned and budgetary provision exists. However for procurement, complete procurement procedures shall be adhered to and exhausted as detailed in the Purchase manual viz .constitution of store Purchase Committees prior approval of concerned Director shall be obtained and NOC from concerned Central Purchasing authority is obtained by CE and other Executives shall make the purchase with the approval of next higher authority. The members of SPC shall be i) Chief Engineer concerned as a Chairman ii) SE(Works) Member iii) Representative of F&A Wing not below the rank of Accounts Officer iv) Representative of Chief Engineer(MM) not below the rank of Sr. XEN for SE(Design)/SE(Gen) committee shall have following members: a. SE concerned b. Sr. EE(Works)/Sr. EE(Design) and representative of F&A Wing not below the rank of AAO			
xiii)	To incur expenditure on repair of vehicles including purchase of spare parts for all types of vehicles other than Tyres and Tubes	CEs		Rs. 0.75 lac at a time subject to max. of Rs. 10.00 lac PA (Rs. 0.75 lac for heavy vehicle and Rs. 0.40 lac for light vehicles)
		SEs		Rs. 0.50 lac at a time subject to max. of Rs. 05.00 lac PA (Rs. 0.50 lac for HV and Rs. 0.30 lac for LV)

		Sr. XENs		Rs. 0.25 lac per vehicle subject to max. of Rs. 01.00 lac PA
	For Common pool Vehicles at Headquarter the power for the maintenance of vehicle shall be vested as under:-Sr. EE (Maintenance Division) Rs. 0.25 lac Per Vehicle per annum for any expenditure exceeding Rs. 0.25 lac approval of Director(Per) through F&A Wing shall be obtained. The repair of Light Vehicles shall be preferably got done from the authorized dealer of the vehicle.			
xiv)	To incur expenditure on repair of Street Light including purchase of Street Light Material (This power shall be utilized only for the Deposit works for NAC, MC, Panchayats and for other such works, normal power for procurement shall be utilized.	CEs(OP)	Full Power	
		SEs(OP)	Rs. 0.50 lac/subject to max. of Rs. 03.00 lac PA	
		Sr. XENs(OP)	Rs. 0.30 lac/subject to max. of Rs. 02.00 lac PA	
xv)	To sanction purchase of material including equipment against RSL/sanctioned works for strengthening of EHV system to meet the immediate load demand of coming up industries at various areas of H.P. under SHORT TERM PLAN	CEs	Rs. 5.00 lac at a time subject to max. of Rs. 50 lac PA	Nil
		SEs	Rs. 3.00 lac at a time subject to max. of Rs. 10.00 lac PA	Nil
		Sr. XENs	Rs. 20.00 lac at a time subject to max. of Rs. 05.00 lac PA	

5	WRITE OF LOSSES / STORES ETC.			
i)	To sanction the writing off finally the irrecoverable value of T&P, stock or public money lost by fraud or the negligence of individual or similar other cause	Sub-Committee of Concerned Director & Director (Fin.)	Full Power	
		Committee of CE concerned and CAO	Nil	Rs. 01.00 lac in each case
		Committee at SE level with Dy. CAO	Nil	Rs. 0.50 lac in each case
	The concerned SE shall recommend to CE concerned whether Deptt instructions were followed to protect the interest of HPSEB Ltd or not. In case, default was found with any officer/official/ suitable action shall be taken against them.			
ii)	To write off loss of stock due to depreciation of serviceable stock (i.e. book losses only as opposed to actual losses)	CE(OP)/CE(ES)/CE(Gen)/CE(Proj)/CE(SO)	Rs. 01.00 lac at a time	Rs. 01.00 lac at a time
iii)	To sanction the writing off from return of tools & plants where full value / part value has been recovered.	CEs(OP)/CE(ES)/ CE (Gen) / (PCA)/ (SO)	Rs. 01.00 lac at a time	
		SEs	Rs. 0.50 lac at a time	
		Sr. XEN	Rs. 0.10 lac PA	
iv)	To write off actual losses of stock & T&P articles due to shortage, breakage or various equipment/accessories	CEs	Full Power	
		SEs	Rs. 0.50 lac	
		Sr. XENs/REs	Rs. 0.10 lac	
	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 upto 10% the cost of equipment after conducting a detailed enquiry. For losses exceeding 10% the matter shall be referred to the appropriate authority			
v)	To sanction write off of books rendered lost / torn / unserviceable in their own and subordinate offices, if any	WTDs	Full Power	
		Director (OP) / (Tech.)/ (Civil)	Rs. 02.00 Lac PA	
		CE(OP)/(SO)	Rs. 0.20 Lac PA	
		CE(ES)	Rs. 0.40 Lac PA	
		CE(Gen)	Rs. 0.40 Lac PA	
		CE(P&A)	Rs. 0.40 Lac PA	
		SEs	Rs. 0.10 Lac PA	
Sr. XENs/REs	Rs. 0.05 Lac PA			

6	INSURANCE			
i)	To sanction the payment of insurance charges for equipment and material purchased for stock and work in respect of all works.	CEs	Full Powers shall be exercised by all the authorities concerned for the material insured within their power of purchase	
		SEs		
		Sr. XENs/REs		
ii)	To sanction the payment of insurance charges for equipment in other cases.	Sr. XENs/REs	-do-	
iii)	To sanction the payment of insurance charges for vehicles (third party insurance)	Sr. XENs/REs	-do-	
iv)	To sanction the payment of insurance charges for asset insured in connection withdrawal of loans.	CAO	Full Powers	
	Insurance should be got done through the nationalized companies only at their authorized rates. The insurance shall be as per the HPSEB Ltd. policy.			

7(a)	Miscellaneous Powers			
i)	To sanction payment of import licence fee	Sr. XENs/REs	Full Power	
ii)	To sanction the manufacture of materials for stock and works	CEs	Full Power	
		SEs	Rs. 02.00 lac PA	
		XENs	Rs. 0.15 lac at a time subject to max. Rs. 1.00 lac	
	Subject to the condition that Reserve Stock limit is not exceeded and provision of material in the estimate is not exceeded			
iii)	To sanction the manufacture of materials from HPSEBL workshop for stock and works	XEN/RE	Full Power	
	Subject to the condition that reserve stock limit and provision in the sanctioned estimates are not being exceeded in the case of Manufacture for stock and for works respectively.			
iv)	To sanction cartage of stock material chargeable to stock.	XEN/REs	Full Power	
v)	To sanction estimates of handling and custody of stock material.	SEs	Full Power	
		XEN/REs	Rs. 02.00 lac	
vi)	To sanction Manufacturing estimate	SEs	Full Power	
		XEN/REs	Rs. 05.00 lac	
vii)	To adjust balance of manufacturing operation in all cases in which the rates of out-turn is not increased by more than 10% over the estimates rates	SEs	Rs. 0.50 lac	
		XEN/REs	Rs. 0.20 lac	
viii)	To sanction sale of articles on stock accounts for value plus usual charges of 10%	CEs	Full Power	
		SEs	Rs. 02.00 lac	
		XEN/REs	Rs. 20.00 lac	

	Provided that:- 1) These power will be exercised for sale of material to govt. and Semi Govt. institutions and to such consumers who might need them for the completion of their installation for the purpose of getting supply of power from the HPSEBL provided they are surplus to the requirement of the Board. 2) The addition for 10% may however, be waived off by the authority empowered to sanction the sale in the case of stock which has been declared surplus by the competent authority (s).		
ix)(a)	To declare store and T&P surplus/unserviceable or obsolete with or without value and to fix the reserve value. (including copper and aluminium as per the approved rate by the competent authority)	WTD	Full Power
		Directors(OP)/(Tech)/(Civil)	Rs. 10.00 Crore per lot
		CEs(OP)/(ES)/(GEN)/(PCA)	Rs. 50.00 lac unit price and Lot Price Rs. 2.500 Crore
		SEs	Rs. 10.00 lac unit price and Lot Price Rs. 50.00 lac
		Sr. XEN	Rs. 5.00 lac at a time
	Provided that the provision of para 4.40 of the Punjab PWD Code are compiled with and it is certified that the material declared surplus will not be required for the execution of any of the Boards work in the foreseeable future and the material declared as unserviceable is beyond the repairs or renovation		
ix)(b)	To condemn the stores and T&P declared surplus / un-serviceable or obsolete fix the reserve price	Circle level condemnation committee	Full Power
	If rates variation with reference to reserve price exceeds Rs. 2.00 lac retendering shall be done. Subject to the conditions: i.) Reserve price is fixed up to 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 the HPSEBL for condemnation of materials will be observed. iii) SE concerned, Sr. E. E concerned & representative from F&A wing not below the rank of AAO will constitute as committee.		
x)	To sanction the sale of grass trees or other produce on the HPSEB Ltd. land.	Sr. XENs	Full Power
	To be disposed-off by public Auction.		
xi)	To sanction the dismantlement of service connections installed by the HPSEB Ltd., where connection has remained idle for six months or more or where connection has	CEs	Full Power
		SEs	Rs. 05.00 lac
		Sr. XENs	Rs. 01.00 lac
		AEEs/AEs	Rs. 0.10 lac

	remained idle for less than six months but theft of energy is apprehended.		
	Provided that all dismantled material is entered in dismantle register CA-104 and then returned to store. Monthly report of such material dismantled shall be sent to the next higher authority.		
xii)	To sanction the dismantlement of services connections, sub mains, main transmission line and other equipment installed by the HPSEB Ltd.	CEs	Full Power
		SEs	Rs. 05.00 lac
		Sr. XENs	Rs. 01.00 lac
	The dismantlement is under taken for the purpose of augmentation or replacement provided that there is a proper sanctioned estimate for the augmentation of replacement		
xiii)	To waive off recovery charges on account of forfeited discount or surcharge levied on bill for electricity.	WTDs	Full Power
		Director(OP)	Rs. 5000/- in each case
		CEs(OP)	Rs. 2000/- in each individual case
		SEs(OP)	Rs. 1000/- in each individual case
		Sr. XEN(OP)	Rs. 500/- in each individual case
	Provided that the forfeited discount or the levy of the surcharge is not due to the fault of consumer. The rebate on late payment surcharge levied in electricity bills to the consumer in case of failure of online payment shall be allowed by the AE of Operation Sub-Division after getting certificate from IT wing irrespective of amount.		
xiv)	To remit and write off irrecoverable arrear of the cost of electricity energy meter rent services and general charges due from consumer	BODs	Full Power
		WTDs	Rs. 05.00 lac in each case
		Director(OP)	Rs. 0.50 lac
	Provided that the amount has been declared irrecoverable and could not be recovered for last 5 years.		
xv)	To write off the irrecoverable amount of PLA	WTDs	Full Power
		CEs/ED(P)/CAO	Rs. 2000/- in each individual case.
		SEs	Rs. 1000/- in each case
		Sr. XENs/REs	Rs. 500/- in each case

	Provided that the amount has been outstanding for more than 5 years and is further declared as irrecoverable.		
xvi) (a)	To sanction refund not otherwise provided for	All disbursing Officers	Rs. 1000/- in each case
	Provided that:- (1) The refund is made necessary as a result of some bonafide mistake or other flaws in order for the collection or as assessment of revenue which the officer is himself competent to pass. 2) No single refund except one ordered by a Court exceeds Rs. 1000/- and for refund exceeding Rs. 1000/-, the matter shall be referred to CE(Comm.). This power shall only be exercised when there is some typographical error in consumer bill or error in computer generated bills, but proper remarks with full details shall be recorded in the Sundry Charges Register.		
xvi (b)	To sanction expenditure on opening ceremony	Director Concerned	full powers
		CEs	Rs. 1,00,000/- in each case
		SEs	Rs. 50,000/- in each case
		Sr. XENs	Rs. 30,000/- in each case
xvii)	To sanction refund to prospective consumers of the amount deposited by him in first instance in excess of the justified amount.	SEs	Full Power
		Sr. XENs/REs	Rs. 5000/- in each case
	The exercising of this power shall be governed by provisions in Supply Code/HPERC regulations, Subject to the condition that:- 1. Refund is due to revision of the justification slip and refund is in order and the amount was deposited by the prospective consumer in the first instance in excess of the justified amount. 2. No benefit should however be allowed where the decrease in cost of works is on account of reduced rate of dismantled or old material.		
xviii	To make advance payment to the Govt. Semi Govt Deptt. and other autonomous bodies who are asked to do specialized job/supply of material for the HPSEBL	CEs/ED(P)	Full Power
	The advance payment shall be adjusted from the final bill as soon as the work is completed.		
xix)	To accord approval / sanction to remit the fee as per environmental act for water and air to Pollution Control	SEs/REs	Full Power

	Board		
xxx)	To allow payment against dispatch documents to the reputed firms for the following items only 1. Steel 2. Cement 3. Tyres & Tubes 4. Items on GeM rate contract 5. Proprietary items	CEs/SEs	Full Power
	These powers are to be used in very exceptional cases by CEs/SEs within the limit of their own purchase power.		
7(b)	Miscellaneous Powers		
i)	To make spot purchase of material in very emergent cases against sanctioned works.	Store purchase committee comprising one Superintending Engineer, One Sr. EE and Accounts Office	Rs. 10.00 lac at one time subject to approval of Chief Engineer and audited by pre-audit office on the authorization of WTDs
	Such cases will be reported quarterly by the Chief Engineer to the HPSEBL through Chief Engineer(MM) HPSEBL, Shimla-4.		
ii)	To issue imprest for release of RR/GR & other emergent purchase	Head of Office	Rs. 5000/-
	Subject to the condition that the instructions issued in circular No. HPSEB(SECTT)391/83-14809-958 dated 20.02.1984 are strictly followed.		
iii)	Purchase of Land	WTDs	Full Power
		CE(OP)	Upto the limit of Rs. 60.00 lac in each Case
		CE(ES/Gen./Civil)	Upto the limit of Rs. 60.00 lac in each Case
	The Power shall be exercised after the purchase, if finalized by the committee comprising of SE, representative of LAO, Dy. Commissioner representative not less than the rank of Tehsildar/Naib Tehsildar, This shall be further subject to sanctioned estimate and budgetary provisions.		
iv)	To sanction payment of compensation on	CEs	Full Power
		SEs	Rs. 0.50 Lac

	account of damage caused to crops and any other property.	XEN	Rs. 5000/-
	The rates shall be as approved by the Revenue Authority/ Horticulture Deptt./Agriculture Deptt. subject to the condition that the payment is made as per instruction issued vide circular No. HPSEB(SECTT)LAO-43-73340-640 dated 21.01.1978		
v)	To sanction lease of canteen attached to the building of the HPSEBL	CEs/ED(P)(HQ)	Full Power
		SEs	Full Power for their own offices and offices subordinate to them
	Subject to the condition that the lease being granted is for a period of 2 years at a time and rent is fixed by competent authority.		
vi)	To sanction lease of houses land or other immovable property belonging to the Board	CEs/SEs	For a period up to 2 years at a time
	The prior approval of the concerned Director shall be obtained.		
vii)	To sanction disposal of surplus/unserviceable, obsolete stores for sale by calling tender/Public Auction.	CEs/CAO/ED(P)/SEs	Full Power
	Subject to the condition that the agreement with the auctioneer shall be drawn up in accordance with the conditions that set forth in the rules for appointment of auctioneer and the conduct of auctioneer for sale of surplus stores.		
viii)	To execute surety bonds for the due performance of duties by HPSEB Ltd., employees.	CEs/CAO/ED(P)/SEs	Full Power
	In the case of HPSEBL employees whom they are competent to appoint		
ix)	To sanction recovery of property given as security	CEs/CAO/ED	Full Power
		SEs	Full Power
	In case where the value of property given as security does not exceed Rs. 10000/- For SE: In case the value of the property given as security does not exceeds Rs. 5000/-.		
x)	To sanction payments on account of consent to establish/operate & renewal thereof all the Hydro Electric Projects	CEs(Gen)/(OP)	Full Power

	under their control against the provision of water(P&CP) act 1974 and Air (P&CP) Act, 1981 to H.P. Environment Protection & Pollution Control Board.		
xi)	To sanction cartage of TFR, poles conductor, insulators, GI wire etc. from Divn store to site.	Sr XEN (OP)	Rs. 0.50 lacs at a time subject to Rs. 10.00 lacs p.a.



8	POWER TO SANCTION EXPENDITURE ON MISC. WORKING EXPENSES		
A.	RECURING MISC. WORKING EXPENSES		
i)	To sanction misc. working expenditure of recurring nature not otherwise provided for in the rules.	CEs/ED/CAO	Rs 0.50 lac PA
		AO(Adm.)	Rs 0.10 lac PA
		SEs	Rs. 0.15 lac PA
		Sr. XEN/RE's	Rs. 0.05 lac PA
	Token tax, insurance abbreviated addresses, hiring of furniture (provided furniture is approved within norms)		
ii)	To sanction installation of new telephone	WTDs	Full Power
		CE	Full Power
	Need based for the offices/Sub-Stations/Grid Station.		
iii)	To convey expenditure sanction to the estimates for providing intercoms/EPABX/Photo Copier/Fax Machines	CEs/ED(P)/CAO	Full Power
	These powers are in respect of their own offices and subordinate offices with them provided the purchase is made on approved rate contract by HPSEB Ltd. or from Govt. agencies subject to budgetary provisions and approval from concerned Director. This shall further subject to norms of HPSEB Ltd. notified from time to time.		
iv)	To sanction of fee and other charges to the H.P. Board of Examination, HIPA for conducting SAS-I&II, HPSEBL	CAO	Full Power
	To sanction of release of all type of payment against the bills raised by NSDL/BSE & other Statutory bodies etc. in relation to the affair of the company.	CS	Full Power
	After fulfillment of all codal formalities and subject to budget provisions.		

v)	To sanction payment of examination fee on account of holding departmental Examination of Engineers / Officers & other examinations pertaining to recruitment etc.	ED(P)	Full Power
vi)	To sanction the payment of lease amount for the building /land	CE	Full Power
	Subject to approval of agreement by WTDs		
Vii (a)	Power to accord approval / sanction for AMC of Computer and peripherals and hardware like Firewall, Servers, Storage and Network devices and other IT related hardware, ATS (Annual Technical Support) of Software and its services, various non IT & IT equipment existing at DC & DRC and various offices of HPSEBL	WTDs	Full Power
		CE(Comm.)	Rs. 5.00 Lac per Annum
		CEs/SE(IT)	Rs. 2.00 Lac per Annum ²²
	Subject to observance of all codal formalities		
Vii (b)	To enter in to any AMC for the Mtc. Of certain equipment like Cable Fault Locating Van, LIPI Printers etc.	CEs	Full Power
		SEs	Rs. 0.50 lac at a time subject to Rs. 02.00 lac PA
	Subject to observance of all codal formalities		
viii)	Powers to sanction outsourcing	WTDs	Full Power



	contracts for: a) Sweeping and cleaning/ watch & ward of colony/ offices/Power Houses/Sub-Stations/Rest/ Guest Houses/ Rest Camps. b) Catering in Rest Houses/Rest Camps. c) Typing / Data Entry Work d) Line Maintenance Gang e) O&M of Sub-Stations. f) Basic Computer training to be imparted to the staff from authorized Computer training Centers.			
	i) Outsourcing may be done in line with outsourcing policy of HPSEBL where it is necessitated because of shortage of staff. The outsourcing arrangement made shall be withdrawn on the posting of regular incumbents. ii) WATCH & WARD activity preference shall be given to Home Guards/H.P. Ex-Servicemen corporation / other authorized security agencies. iii) The engagement of Maintenance Gang & O&M of Sub-Stations shall be outsourced only. 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 a contractual relationship with the service provider and under no circumstances should result in any employer-employees relationship with the service provider or employee(s) of the service provider & it will not be given to any individual, since there is a complete ban on new recruitment except with the approval of the Management. v) The sanction shall be accorded subject to the availability of budget.			
ix)	To release payments or fringe benefit tax to Income Tax authorities	CAO		Full Powers
8(B)	NON RECURRING MISC. WORKING EXPENSES:			
i)	To sanction non-recurring expenditure charges working expenses where no special power are prescribed in the rules	CEs/ED(P)/CAO		Upto Rs. 1 lac for any one item
		AO(Admn), F&A Wing		Rs. 0.05 lac for any one item

		SEs		Rs. 0.10 lac anyone time max. Rs. 1.00 lac PA
		Sr. XENs/REs		Upto Rs. 0.05 lac any one time max Rs. 0.25 lac PA
	Note-1: In case where the purchase has to be made at the spot after examining the quality and articles are not covered by any specific prescribed specification, the ED/CEs/CAO/SEs are authorized to accord sanction in effecting the such purchases upto Rs. 3000/- only at a time and the Sr. XENs/REs are authorized to accord sanction up to Rs. 1000/- only at a time without inviting competitive quotations provided it is certified that the rates have been ascertained from the market and are reasonable. 2. These Powers will be exercised in respect of following items:- (a) Purchase of Misc. articles except office furniture which are being used as office equipment. b) Purchase of Clocks, Time pieces Electrical Fans and Heater. (c) Purchase of Umbrellas. (d) Packing material for packing parcels sent out of Board's Sectt. (Wood Hession Cloth Nails etc.) (e)Preparation of name plates and office Board(s), Visiting Cards, Display Boards etc.			
ii)	To purchase article material relating to hot & cold weather arrangement / i.e. purchase of charcoal, coat, fire wood glass tumbler etc.	CEs/ED(P)/Company Secy./CAO	Full Powers subject to the yardstick for the purpose	
		SEs	--do--	
		Sr. XENs/REs	--do--	
		AO(Adm.)(F&A Wing)	Rs. 0.25 Lac for any one item yardstick for the purpose	
	Note:- These powers should be exercised subject to the yardstick/norms.			
iii)	To sanction expenditures on all items of hospitality in connection with arrangements of periodical meetings of departmental officers duly constituted committee, visiting teams / Govt. of India and public	Director(Finance)		Full Power
		Director concerned		Rs.0.05 Lac at a time
		ED/Company Secy.		Rs. 0.50 lac PA
		CEs/CAO/Chief Auditor		Rs. 0.50 lac PA

	representatives. Boarding lodging and entertainment charges of dignitary's representatives treated as Company's guest	SEs/Dy. CAO/Dy. Chief Auditor/Addl. Secy.		Rs. 0. 25 PA
		Dy. Secy/Sr. XENs/REs		Rs. 0. 15 PA
		P.R.O.		Rs. 5000/- PA
iv)	To incur expenditure on entertainment and refreshment charges of HPSEBL Guest visiting in connection with official business of the HPSEB Ltd.	Director (Pers.)		Full Power
		Concerned Director of the Board Ltd.		Up to Rs. 0.50 lac at a time subject to max Rs. 2.00 lac PA
v)	To incur expenditure on Boarding & lodging and Transportation of HPSEBL's Guests	WTDs		Full Power
Subject of the norms approved by the HPSEBL from time to time.				
vi)	To sanction expenditure on service postage stamps	Head of Office		Full Powers
vii)	To sanction of Purchase of Revenue stamps.	Sr. XENs/REs		Full Powers
		AEEs/AEs		Rs. 5000/- at a time
		DS/US(Genl)		Rs. 1000/- at a time
viii)	To sanction Purchase of periodical and news papers required for office use as per approved norms/authorizatio n.	CEs/ED(P)/CAO/SEs		Full Powers
		Sr. XENs/REs/ AEEs/AEs		Any one News paper may be purchase d in Divisions / Sub- Divisions
As per the entitlement fixed by the Board vide order No. HPSEB(Sectt) 94445-645 dated 03.01.2000 and amended from time to time.				
ix)	To incur expenditure on the	CEs/CAO/ED(P)		Full Power

	repair of duplicator, fax, photo copier and other offices equipments and also to enter in to annual rate contract comprehensive maintenance contract	SEs		Rs. 0.75 lac PA
		Head of Office/DDO		Up to Rs. 1000/- Per Machine

9	OTHER SPECIAL POWERS			
i)	To sanction local purchase of medicines etc. in case of serious illness/injuries.	CEs/ED(Persl.)		Rs. 0.10 lac in each case
		SEs		Rs. 0.05 lac in each case
		XENs/REs		Up to Rs. 1000/- in each case
	Provided that the medicines are such are either not usually supplied by the medical stores/deptt. or are not available in local hospital/dispensary at the time of local purchase. Provided it is certified that the amount had become payable due to unavoidable circumstances.			
ii)	To sanction the payment of demurrage and wharfage charges out of contingences of the estimates consumed or to stock as the case may be	WTDs		Full Powers
		CEs		Rs. 10000/- in each case
		XENs/REs		Rs. 5000/- in each case
iii)	To sanction purchase of office furniture:-	CEs	Full Power (for office subordinates to them)	
	1. From the open market	Director (Pers.)	Full Power (for Head Office)	
		SEs	Rs. 50000/- per annum	
		XEN/REs	Rs. 5000/- for one time for each office.	
	2. Against rate contract	CEs	Full Power (for office subordinates to them and their own offices)	
		Director (F&A)	Full Power(for Head office)	

	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: 1. The total expenditure of the purchases by CEs/SEs and is restricted to the actual provision in the budget estimate on that account. 2. The provision of various articles is made as per approved yardstick of the HPSEBL. 3. The purchase shall be made on the basis of competitive bidding. 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 up to Rs .1000/- in each case without inviting competitive 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 the provisions exist there in the scheme and shall also subject to approval of concerned Director.		
iv	To sanction renting of buildings and land hired for offices and stores accommodation.	MD	Full Power
		CEs	<i>Rs. 0.50 lac per month in each case for offices subordinate to them and their own offices.</i>
		SE	Rs. 0.25 lac per month in each case for offices subordinate to them and their own offices
		ED(P)	<i>Rs. 0.50 lac PM (in each case for head office)</i>
		Sr. XEN/REs	Rs. 10000/- PM (in each case for his subordinate offices)
	Subject to the conditions:- 1) That the useable 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. 3) That no lease is entered into for a period of more than one year and the conditions laid down by the HPSEBL in respect of hiring accommodation are fulfilled such as reasonableness of rent etc. However the period of lease referred to above is to be regulated accordingly to HP Govt. instructions from time to time. 4) The authorities competent to sanction rent of buildings and land may also execute rent deed for and on behalf of the HPSEBL. 5) That in cases where rent demanded is not in accordance with assessment, the CE/ED(P) may allow 10% premium over and above the assessed rent. 6) Cases above limit will require concurrence of the WTDs. Note:-1: Rental for stores accommodation will be charged to stock. Note:-2: 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.		
v)	To sanction expenditure in	MD	Full Power

	connection with civil suits, writ petitions arbitration proceedings, appeals or any other legal proceedings instituted / defended	Director(Persl.)		10.00 Lac
		CES/E.D./CAO		Rs. 5.00 lac in each case
		SEs		Rs. 0.20 lac in each case
vi	To engage and sanction the payment of counsel fee in connection with the civil suits, instituted/defende d with the sanction of Head of Deptt.	WTDs		Full Power
		CEs/E.D(P)		Rs. 0.25 lac in each case
		SEs		Rs. 10000/- lac in each case
		Sr. XEN/REs		Rs. 5000/- lac in each case
An advance of running payment to the extent of half of the said fee may be made to lawyer on his demand. In respect of CE (ED(Pers.) Rs. 0.50 lacs of the court cases being contested by CE (Comm) and CE (SO) with the approval of Director concerned.				
vii)	To sanction purchase of stationary for the requirement of offices of the HPSEB in bulk and otherwise.	MD		Full Power
		CEs		Rs1.00 Lac in each case lac Subject to maximum of Rs 10.00 lac PA (For their offices and offices subordin ates to them.)
		ED(P)/CAO		Rs 0.25 lac in each case Subject to maximum of Rs.

				5 lac PA
		SEs		<i>Rs 0.50 lac in each case Subject to maximum of Rs. 2 lac PA</i>
		AO(Adm)(F&A Wing)		<i>Rs 10000- in each case Subject to maximum of Rs. 01.00 lac PA</i>
		Sr. XENs/REs		<i>Rs 20000/--in each case Subject to maximum of Rs. 2.00 lac PA</i>
		AEs/AEs		Rs. 0.25 lac PA
	Note:1: Provided that the stationery items are not available in the Central organization of the HPSEBL for which NAC will be obtained from CE(MM) Note:2- Provided that the requirement exceeding above limit be sent to CC(MM) for procurement .			
viii)	Outsourcing of job of photo stat at work on competitive rates	WTDs		Full Power
	i) To sanction of Expenditure on Photostat work in the above head	ED (Pers.)/Ces		Full Power
		SE/CAO/Co. Secy.		Rs. 5000/- per case.
ix)	To sanction purchase of cloth items of uniform for summer and	WTD		Full Powers
		CEs/ED(P)/CAO		Full Powers (for Head Office)

	winter for entitled employees according to the norms fixed by the HPSEBL	Head of Offices		Full Power (for their own offices and offices subordinate to them)
x)	To sanction purchase of Technical reference books, maps and other publications including advance payment, if required for official use.	Directors/CEs/CAO/ED(P)		Rs. 0.10 lac in each case subject to annual limit of Rs. 0.50 lac
		SEs		Rs. 0.20 lac
		Sr. XENs/REs		Rs. 1000/- in each case subject to annual limit of Rs. 5000/-
xi)	To sanction payment of membership fee to Research Institutions /Organization.	Director(Fin.)		Full Power
		CEs/CAO/ED(P)		Rs. 0.25 Lac in each case
xii) (a)	To sanction expenditure on account of printing at private press	MD		Full Powers
		CEs/CAO/ED(P)		Rs. 0.50 lac in each case.
		SEs		Rs. 0.25 lac per division PA
		Sr. XENs/REs/DS/US(GE)		Rs. 0.10 lac Per case with 0.25 PA
	Provided that the work is given to private press after inviting quotations			
Xii (b)	Printing of following items as per order dated 3.12.1998. Special power for printing of Forms as below: 1. CA-42(Consumer Ledger) 2. CA-43(Consumer Bill Book) 3. CA-44	CEs(OP)South/ North/ Central Zone	Full Power	

	(Consumers Cash Receipt Books) 4. CA-54 (Consumer bill receipt book)			
	The Chief Engineer concerned would issue order for printing and binding etc. to private press after obtaining no objection certificate from the Govt. Press and observing all codal formalities			
xii (c)	To sanction expenditure on printing and binding feasibility reports of Projects	CEs	Full Power	
	Provided that the work is given to the private press after calling quotations and number of copies will be as per norms prescribed by the HPSELB.			
xiii)	To sanction expenditure on book binding through local agencies	CEs/ED(P)/CAO	Full Power	
		AO(Admn.)F&A Wing	Rs. 0.25 lac PA	
		SEs	Rs. 0.50 lac PA	
		Sr. XENs/REs/DS /US(GE)	Rs. 0.25 lac PA	
	Provided work is awarded after calling quotations/tender			
xiv)	To sanction cancellation charges of ticket booked in advance for journey by Air/Bus or Rail	Head of Office	Full Power	
xv (a)	To sanction purchase of , Duplicating & Photo copy Machines and Calculators for themselves and offices subordinates to them	CEs/ED(P)/CAO	Full Power	
	Provided that the purchase are made according to norms fixed by the Board for each office Subject to the yardstick approved by the HPSEBL			
xv (b)	To sanction purchase of , Computer, Laptops Printer/ Laserjet/ Designjet, Firewall, other peripherals like RAM, HDD, Pen Drive,	MD	Full Power	Full Power

	Portable HDD, Digital Dictionary, Software of Windows latest , Antivirus, Antispam, other software for routine works in the offices	CEs/ED(P)/ CAO	upto Rs 5.00 lac PA	upto Rs 5.00 lac PA
		SEs	Rs. 2.00 Lac PA	Rs. 1.00 Lac PA
		Sr. XENs/REs	Rs. 0.20 Lac PA	Rs. 0.05 Lac PA
The Exercise of these powers shall subject to sanction of detailed estimate and purchase shall be need based. CEs while exercising these powers shall have to obtain the approval of concerned Director. The purchase shall further be subject to the availability funds/ budget provisions and norms fixed for office automation. The specifications in respect of Desktops/Laptops and Printers shall be vetted by the IT cell. The purchase of Computers, laptops shall be made only on Govt approved rates or from HP State Electronic Corporation/GeM. If HPSEDC fails to provide equipments within 02 weeks of time then, same can be purchased from open market with the condition that the rates of the market shall be less than 5% of the HPSEDC rates.				
xvi)	To sanction expenditure on supply of energy charges water charges consumed in offices and guest houses of the HPSEBL	Head of Office	Full Power	
xvii)	To sanction purchase of survey field and level and log book/log sheets	Sr. XENs/REs	Full Power	
Subject to budget provision				
xviii	To sanction payment of Municipal or Cantt. Taxes on HPSEBL buildings when such taxes have been assessed by the competent authority	Disbursing Officer / DS /US (Genl.)	Full Power	
Subject to budget provision				
xix)	To sanction the payment of the rates or taxes levied by statute or by local rules or order as for instance terminal tax or octroi on Board store	Disbursing Officer / DS /US (Genl.)	Full Power	
Subject to budget provision				

xxi)	To sanction expenditure in connection with advertisement charges	CEs/ED(P)/CAO	Full Power
	As far as the publication of items on behalf of the HPSEBL is concerned only ED can sanction expenditure on account of advertisement / publicity.		
xxii)	Purchase of Computer stationary like Bills, Tonners, Cartridges Ledgers article including Peripherals like Ribbons and Refilling of Cartridges etc.	Director Persl	Full Power
		ED(Persl.)/CAO	Rs. 5.00 lac P.A for Head Office
		CE	Rs. 10.00 lac per Circle PA
		SEs	Rs. 0.50 lac at a time & Rs. 2.00 lac per Division PA
		SR. XENs	Rs. 0.10 lac at a time & max. Rs. 0.50 lac PA
		AEs	Rs. 2500 at a time & max. Rs. 10,000/- PA
	Subject to call of Quotations, NAC from CE(MM)		
xxiii)	To Purchase Consumable items, equipment, software/ operating System etc. existing at DC, DRC and offices for IT & non-IT infrastructure including storage space, server resources, connectivity related equipment and its services, SMS services, Video Conferencing, Hardware, Software, Licences.	MD Level	Full Power
		CE(Com.)	Rs. 20.00 lac PA
		SE(IT)	Rs. 10.00 lac PA
xxiiii)	To sanction expenditure for hiring of taxi(s) for flying squad unit(s) on latest rates notified by the Govt. of H.P.	Director(SE)(Enf.)	Nil
			Rs. 1.00 lac per annum per Flying Squad Unit
	Sr. XEN of the Flying Squad Unit will be empowered to draw the money as & when required & render the accounts also.		

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.	CEs		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 advice be obtained			
ii)	To allow advance payment of compensation due under Indian workman Compensation Act in case of fatal accident	XENs/REs		Upto Rs. 0.20 lac in each case
	Provided that the death prima facie due to accident arising out and in the course of employment of the workman. Note: The advance payment of compensation made is recoverable from the amount of compensation payable under the Act and in case the compensation is not admissible. The advance payment of compensation if made will be treated as Ex-gratia payment.			
iii)	To sanction expenditure under Indian Fatal Accident Act, 1855 for accidents to private persons who are not employees of the HPSEBL.	CEs/ED(P)		Upto the amount as awarded by the competent authority
iv)	To sanction payment of examination / treatment fee to the authorized medical attendant and cost of medicines not available or supplied by the local Govt. Dispensary in respect of injuries to workman.	Sr. XENs/REs		Full Power
v)	To sanction expenditure on compensation due	CEs		Full Power

	to Court orders or otherwise for fatal & non-fatal accidents of human beings/cattles etc. caused due to the electric shock under HT/LT lines/Sub-Stations etc. of HPSEBL.	SEs		Rs. 0.20 lac in each case.
	Subject to the condition that:- 1. The sanctioning authority is satisfied beyond doubts that the animal died on account of electrocution on HPSEBL system and HPSEBL was severally or jointly responsible for the accident. 2. Wherever, the occurrence of accident is established beyond doubt from the postmortem report, FIR and our own investigations, the compensation case will not be withheld on account of non-receipt of CEI's report 3. The delegation for deciding about responsibility for accident and awarding punishment will continue as heretofore. 4. Prior legal opinion in the matter shall be obtained.			
vi)	To sanction payment of compensation for damages caused to crops and any other property on account of fire due to short circuit sparking of cable or conductor on power line or pole mounting equipment of Sub-station.	CEs		Full Power
		SEs		Rs. 0.20 Lac
	Subject to the condition that: 1. Chief Electrical Inspector will that the damage was caused due to sparking of cable or conductor on power lines or poles mounting S/Stn. 2. The assessment of damage caused to crops and property shall be assessed by SEs in consultation with the civil authorities. 3. The case beyond the limit of Rs. 10,000/- will be sent for approval of the HPSEBL.			
vii)	To sanction advance for house building and purchase of conveyance etc.			
a)	For house building advance to the officer/official of the Board	ED(Persl.)		Full Power
	These powers are to be exercised after the funds for the purpose are earmarked by CAO.			
b)	For release of installments and installments and earmarking of	DS/US(GE)		Full Power

	funds			
	Subject to the availability of funds.			
c)	For purchase of conveyance i.e. Motor Car/Cycles/Scooter	Head of Deptt.		Full Power
d)	For purchase of bicycles	Head of Office		Full Power
	Subject to the availability of funds.			
e)	To accept & sign the mortgage deed & re-conveyance deed for & on behalf of the Board in favour of all officers/officials of HPSEB Ltd.	AS/DS/US in Genl. Section of Boards Sectt.		Full Power
10 (viii)	To sanction financial assistance under compassionate assistance scheme to the dependent of deceased Technical/engineers employees who meet with fetal/non fetal accidents while performing the duties on lines/power houses etc. working on regular/work charged/contract and daily wages basis.	Sr XEN/Addl. SE		Full powers.
	Note: The advances are to be sanctioned subject to fulfillment of the conditions laid down in Rule 10.13 to 10.23 of HPFR Vol-I.			

11	REGULATORY EXPENSES			
i)	To sanction expenditure incurred by HPERC for the provision made in tariff order of relevant year:	Director (F&A)	Full Powers	-
	a) Study to be got carried out by the SERC. b) Ombudsman expenses. c) Pilot Project d) Public interaction Programme. e) Expenses for consultants engaged by HPERC & their Sectt. Expenditure to be incurred by HPSEBL for the HPERC works: a) all fees as prescribed in conduct of business regulations b) Engagement of consultants/ lawyers in connections with regulatory affairs/petition/opinion etc. in HPERC courts/High Courts/Appellant Tribunals/Apex court. C) All expenditure on account of documentation of regulatory affairs etc.	CE(Comm.)	Rs. 0.50 lac in each case.	-
ii	Expenditure to be incurred by HPSEBL for the HPERC work:	WTDs	Full Power	
		CE (SO)	Rs. 2.50 lacs in each case	
	A) For filling of joint petition for PPA			

12	To Accept & Challenge Arbitration Award			
a)	Acceptance of Arbitration Award in consultation with Legal Cell of the ED (Pers.) office	Chairman	Full Power	
		MD	2.00 Crore	
		Director Concerned	1.00 Crore	
		Chief Concerned	25.00 Lac	
b)	Challenge of Arbitration Award in consultation with Legal Cell of the ED (Pers.) office	Chairman	Full Power	
		MD	Rs. 2.00 Crore	
		Director Concerned	Rs. 1.00 Crore	
		Chief Concerned	Rs. 25.00 Lac	



SECTION – II

DELEGATION OF POWERS –HR FUNCTIONS

Supplementary guidelines for operating powers under this section:

- 1) These guidelines are supplementary and complementary to the guidelines stipulated under the chapter-“Guidelines for exercising the Delegation of Powers” and these shall be read as a whole.
- 2) Designations affixed with (HR) means that the employees of HR department(ED (Persl.) Office) of that rank or above will exercise the power mentioned against that except where work allocation demands exercising such powers by other departments. All other powers shall be exercised by concerned department at their respective locations/offices.
- 3) Powers related to appointment and operation of posts, recruitment, source/ mode of recruitment, matters related to promotions, constitution of DPCs etc., will be exercised in consultation with the Chairman.
- 4) All the powers delegated are subject to observance of policies, rules, regulations, procedure and guidelines of HPSEBL as may be issued from time to time.
- 5) After approval by Competent Authority, the orders in respect of all the items covered in this section shall be issued by an executive of HR Department i.e. Executive Director (Personnel) or his representative, where Executive Director/representative is not posted, the orders shall be issued by an executive authorized by the Director (Personnel)/ HOD or by concerned Chief Engineer/Station Head/ HOD/ In – Charge of Project or Office.
- 6) The expression “Full Power” is subject to the powers delegated to the Chairman by the Board of Directors and in no case, the Full Power will exceed the powers of the Chairman.
- 7) Appointing Authority for the purpose of this Section will be -
For all posts of Class-I Categories(SE & Above) – Chairman
For class-1(up to Xen/Joint Secretary/Dy. Cao/Dy.CA etc.) and all posts Class-II Categories – Director(Personnel)
For all non-technical posts up to Class-III & Class IV Categories – Executive Director(Personnel)
For all technical posts (Field categories) up to Class-III & Class IV Categories – Concerned CE.



DELEGATION OF POWERS – PERSONNEL/HR FUNCTIONS

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
1.	Sanction/ abolition/ Operation/ Re-appropriation of posts for recruitment / promotion / Up-gradation/re-designation subject to approval of the Service Committee, where applicable.	Chairman	Full Power
		Director (Pers) in consultation with Managing Director	Full Power for all class I & II except ED(P)/ CE/ SE/ CS other KMPs
		Executive Director (Pers). In consultation with Managing Director through Director (Pers)	Full Power for all class III & IV
2.	Constitution of Selection Boards/ DPC/ Committees for recruitment/ Up-gradation/ absorption / re-designation and to approve panel recommended by such Boards/ Committee for appointment/ promotion/absorption/ Up-gradation/Re-designation.	WTDs	Full Power
		Director (Pers)	Full Power Class- I & II Below CE/SE
		Executive Director (Pers).	Full Power for all class III & IV
3.	Approval of text for release of advertisement / notification to Employment Exchanges/ HPPSC/HPSSC etc. for recruitment.	Director (Persl.)	Full Power
		ED(Pers)	Full power for notifications to Employment Exchanges/HPPSC/HPSSC etc where the recruitment and advertisement have been approved by Director (Pers)
4.	To approve source/mode of recruitment	Director (Pers)	Full Power
5.	Approval of list of Candidates to be called for interview for recruitment	Appointing Authority	Full Power
6.	Extension of time for joining the post on initial appointment	Appointing Authority	Full Power

7.	Constitution of Medical Board for medical examination of new appointees/ employees.	Director(Pers)	Full Power for Class I & II
		ED(Pers)	Full Power for Class III & IV
8.	Closure of Selection Panel.	Director(Pers)	Full Power for Class I & II
		ED(Pers)	Full Power for III & IV
9.	Acceptance of resignation including waiver of notice period against resignation.	Appointing Authority	Full Power
10.1	Termination of service on account of unsatisfactory performance during the period of probation on initial appointment.	Appointing Authority	Full Power
10.2	Termination of Service as per Service Rules/ Conduct, Discipline & Appeal Rules	Appointing Authority	Full Power
Remarks for No.10:			
i) Power in respect of employee shall be exercised in consultation with functional Director.			
11.	Approval for satisfactory completion of probation on initial appointment or promotion on the recommendation of HOD/CE/CAO/SE.	ED(Pers)	Full Power for Class I & II
		ED(Pers)	Full Power (non technical) class III & IV
		CE	Full Power (Technical) class III & IV
12.	Extension of probation period on the recommendation of functional director.	Director(P)	Full Power
		ED(Pers)	Full Power (non technical) class III & IV
		CE	Full Power (Technical) class III & IV
13.1	Fixation of pay on appointment or on deputation (Pay fixation to be done in consultation with Finance dept.)	Director (Pers)	Full Power for class I & II
		ED(Pers)	Full Power for class III & IV
13.2	Review of terms on appointment or on deputation in consultation with the Chairman	Director (Pers) in consultation with Managing Director	Full Power
14.	Giving service weightage on initial recruitment or on absorption on the recommendations of the interview/selection committee.	Director(Pers)	Full Power up to Class I & II
		ED(Pers)	Full Power up to Class III & IV

15.1	Sanction of expenditure including advance payment for test/interview venues, TA to candidates attending interviews/ written test/ trade test and all other recruitment related expenditure	Sectional Head (Recruitment) not below ED(Pers)/CE	Full Power
15.2	Payment of honorarium as per approved norms to Chairman/ members of the Selection Committee / Interview Board/ Trade Test Committee / DPC/ Up-gradation Committee.	ED(Pers)	Full Power
16.	Sanction of Leave encashment on retirement in respect of employees working under them.	Competent Leave Sanctioning Authority	Full Power
17.	Sanction of fixed monthly conveyance reimbursement on the recommendations of concerned HOD	WTDs	Full Power
18.	Sanction of Leave Travel Concession subject to admissibility and countersigning of LTC Claims Bills for employees working under them.	Concerned DDO	Full Power
19.	Sanction of loans and advances, within rules and guidelines, as per eligibility and within budget provision and verification by Finance		
19.1	i. Car ii. Scooter/Motor Cycle iii. HBA iv. Supplementary advance within House Building Advance entitlement for furnishing of house purchased/ constructed or for enlargement of living accommodation in an existing house. v. Children Education Loan vi. Any other loan/advance	Director(Pers)	Full Power
19.2	Relaxation of time limit for HBA recovery	Director(Pers)	Full Power
20.	Sanction of leave for employees working under them including trainees.	1. Head of Offices/DD O for Class III and IV 2. Controlling Officers/ HOD for Class I & II including	Full Power

		the officers immediate subordinate to them 3. Director (Persl) for CE's/ ED (P)/ CAO	
20.1	CL/EL/Medical/ Paternity Leave / Maternity Leave/ Child Adoption Leave	1. Head of Offices/DD O for Class III and IV 2. Controlling Officers/ HOD for Class I & II including the officers immediate subordinate to them 3. Director (Persl) for CE's/ ED (P)/ CAO	Full Power
20.2	Extra ordinary leave	WTDs Director (Persl.)/ED (Persl.) / CE/ HOD	Full Power Full power (for employees working under them) for period not exceeding 30 days (20 for trainees)
Remarks for No.20.2: i) Powers to be exercised on recommendation of functional Director for period exceeding 30 days			
21.	To accord permission for delivery of lectures in seminars, functioning as faculty members/ Selection Committee member in an outside organization, etc. and acceptance of honorarium with or without financial liability to the company.	Director(Persl)	Full Power
Remarks for No. 21: i) Intimation to be given to functional and administrative Director.			

22.	To accord sanction for payment of fees / honorarium for delivering lectures, preparation of study material etc., for outside / internal faculty.	ED(Pers) in consultation with Director(Pers)	Full Power
23.	Deputing non-technical/trainees / apprentices for specialized training in India as per Training Programmes approved by Director(Persl).	ED (Pers)	Full Power
24.	Approval for forwarding of application for outside employment as per rules after processing by HR department.	Director (Pers.)	Full Power
		ED (Pers)	Full Power for Class III & IV
25.	Extension of training period of Trainees.	Appointing Authority	Full Power
26.	Transfer of bond in case of trainees within approved policy.	Director(Pers)	Full Power
27.	Approval for the cost of training recoverable from trainees/ employees in terms of service agreement bond. The expenses incurred to be certified by Training Centre by officers not below the rank of Xen.	ED (Pers)	Full Power
28.	Sponsoring employees for higher studies in India at Company cost as per approved policy.	Director(Pers) in consultation with the Chairman through MD	Full Power
29.	Grant of study leave without pay and allowances for studies as per approved policy.	Director(Pers) in consultation with the Chairman through MD	Full Power
30	Approval for Institutional membership by HPSEBL for professional institutions for		
	a) Indian Institutes like CBIP, INHA, SCOPE, IIT, IIM, ICAI, ICSI, ICMAI etc.	Director(Pers) in consultation with Managing Director	Full Power
	b) Foreign Institutions	Director(Pers) in consultation with the Chairman through MD	Full Power
31.	Conducting/Sponsoring / Deputing employees for training/ works HOD/ conference/ study tour/seminar etc.	Director(Pers) in consultation with Managing Director	Full Power for trainings within India.

		CE/ Station Head /HOD	Full Power for conducting trainings/ works HODs/ seminars at their station or project location
32.	To accord permission for taking courses of studies/ appearing in examination/attending classes outside office hours subject to the same not affecting the execution of work on the recommendations of concerned HOD.	ED (Pers)	Full Power.
		CE/SE/HOD/ Station Head	Full Power
33.	Transfer of Employees		
33.1	Transfer of employees with in different wings/ department of HPSEBL.	Director (Pers) in consultation with Managing Director	Class I officer of the rank of SE & above
		Director(Pers)	Full Power for Class –I upto the level of Xen & Class II
		ED(Pers)	Full power for Class III & IV
33.2	Allocation of work within Regional Office/ Project area/ non-Project office of HPSEBL from one Department to another at same station. Case to be processed by concerned HRD Wing.	WTDs	Full Power for Employees working under them
34.	To permit undertaking of outside assignments by HPSEBL employees/ departments/ projects on behalf of HPSEBL.	Director(Pers) in consultation with the Chairman through Managing Director	Full Power
35.	Permission for retaining Company accommodation within the approved policy of GoHP	Director(Pers)	Full Power
36.	Approval for change of Home Town for purpose of Leave Travel Concession.	ED(Pers)	Full Power
37.	Insurance of employee related matters as per approved policy regarding conveyance / advance /	ED(Pers)	Full Power

	Group insurance, Directors' and Officers' Liability insurance etc. including approval of Premium.		
38.	Sanction of Tours of Employees Within the state of Himachal Pradesh	Head office/controlling officer	Full Power
38.1	Sanction of tours within India (Outside the Himachal Pradesh/ Jurisdiction) in respect of employees working under them. Monthly Report on tours to be submitted to Functional Director.	Director-In-Charge of the Department/ Project	Full Power except HODs/ CE/ SE/CAO /CA
		Concerned Director Note: For performing journeys beyond one's entitlement, sanctioning authority shall be Chairman.	Full Power for HODs /CE/CAO/S E
38.1.1	Permission/sanction to perform foreign visit/journeys (Official/Private)	Chairman for Class-I	Full Power
		MD other than Class- I	Full Power
38.2	Advance of TA and countersigning of TA claims in respect of employees working under them for approved tours.	CE/ Concerned DDO	Full Power
38.3	To authorise staff and officials working under them to travel by class /mode, which is higher than entitlement under TA rules.	Director(Pers) with consultation of Chairman	Full Power
38.4	Sanction of expenditure on cancellation of Rail/Air/Bus tickets in respect of employees working under them	DDO	Full Power
38.5	Sanction of expenditure on cost of ticket for journey not performed in respect of employees working under them including self	Tour approving authority	Full Power
39.	Matter related to reimbursement of medical expenses as per Govt. Policy	Concerned DDO	Full Power
40.	Acceptance /execution of legal documents for and on behalf of the	ED(Pers)/CE/SE / CAO/ CA /Sr. Xen./AEE	Full Power

	HPSEBL like deeds, bonds, agreements in respect of personal advance like conveyance, computer, HBA, lease deeds for residential accommodation after due legal vetting		
41.	To accord sanction for prosecutions		
	All Class-I Categories (For SE & Above Categories)	Chairman	Full Power
	All Class-I Categories (For Executive Engineer)	Managing Director	Full Power
	For others categories	ED (Pers) in consultation with Director(Pers)	Full Power



SECTION - III

DELEGATION OF POWERS-ADMINISTRATIVE FUNCTIONS

Supplementary Guidelines for operating powers under this section:

1. These guidelines are supplementary and complementary to the guidelines stipulated under the chapter-“Guidelines for exercising the Delegation of Powers” and these shall be read as a whole.
2. Designations affixed with (HR) means that the Executive Director(Persl.) or above will exercise the power mentioned against that except where work allocation demands exercising such powers by other departments.
3. Heads of Chief Office, Circle, Regional Offices, Co-ordination offices, liaison offices, other non-project offices (here-in-after referred as “Station Heads/Office Head/HOD”) and Head of Projects will exercise administrative powers as delegated to their equivalent levels of Human Resource department (ED(Persl.) Office), except where the powers are mentioned to be exercised by ED Office, Vidyut Bhawan, Shimla-04.
4. In case executive of HR Department is not posted at the Project site/ CE Office/ Circle/ Regional Offices/ Coordination Offices/ Liaison Offices/Non- Project Offices, HOD/ Station Head / In-charge of Project/ non-Project Office may exercise power himself or assign function to an executive of other departments who will exercise powers meant for the executives of HR department of equivalent level.
5. Where designation is not affixed with (HR), such powers shall be exercised by concerned department/ office at their respective location/ offices.
6. All the power delegated are subject to observance of policies, rules, regulations, procedures and guidelines of HPSEBL as may be issued from time to time.
7. In case of procurement of works and goods, the powers mentioned herein are for administrative approval. After administrative approval, the procedure and further approval for procurement of works and goods and its award will be as per powers delegated for O&M stage under Section-I.
8. At Head Office, the concerned Director will exercise the powers delegated to HR(ED) department for internal adjustment and allocation works to the employees works under them.
9. The expression “Full Power” is subject to the powers delegated to THE CHAIRMAN by the Board of Directors and in no case, the Full Power will exceed the powers of THE CHAIRMAN.
10. The abbreviation ‘HEAD OFFICE’ refers to Vidyut Bhawan, Shimla.
11. Wherever per annum ceilings have been defined in ‘Extent of Power’, each sanctioning officer shall maintain proper record and accounts of the amounts sanctioned by them under each clause.

Sr. No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
1.	Land Acquisition		
1.1	Acquiring/ lease of Land along with properties (excluding purchases from private parties) under Land Acquisition Act/ filing requisition with Land Acquiring Authorities of Government including payments and executing documents thereof in consultation with Director (Personnel).	WTDs	Full Power
1.2	Compensation for temporary occupation of land for investigation purpose /any other purpose for execution of Project for a period not exceeding one year subject to administrative approval of Director	WTDs	Full Power
2.1	Approval for hiring/leasing accommodation for offices, transit accommodations, guest houses, field hostel, bachelor accommodation, residential for employees, storage/space/ storage godown, etc. including extension of lease.	WTDs	Full Power
2.2	Approval for hiring / leasing storage / space/ storage godown, etc. including extension of lease	CE/HOD/ Station Head in consultation with Administrative Director	Full Power with Financial limit up to Rs. 2,00,000 per annum
3.	Declaration of a Building as Field Hostel	WTDs	Full Power
4.	All matters pertaining to allotment of rooms to visitors, realization and accounts of tariff, upkeep of laundry, etc.	Director(Pers) for Head Office /SE for Field Office	Full Power
5.	Sanction for execution of works related to special repairs, maintenance, alterations, additions in the existing structures, in office buildings, guest houses, field hostel, storage space and other properties leased/owned by and in occupation of the Company.	WTDs	Full Power
6.	Sanction for purchase of furniture, furnishing, office equipment, stationery for Office and Township and other establishment		
6.1	Sanction for purchase of furniture, fixtures,	WTDs	Full Power

	fittings, office equipment, appliances / equipment, linen, curtain, upholstery and other miscellaneous items (except IT, computer, communication & electronics devices) for use in the Office, guest house, township and other establishments including furnishing thereof.	CE/SE/CAO/Unit head/Station Head	As per budget allocation through tender.
7	Sanction for purchase of IT equipment, repair, maintenance of computers and other IT equipment. To be exercised by executives of department responsible for the function.	WTD	Full Power
8.	Sanction and purchase of stationery, electrical and civil maintenance items, linen, curtain, upholstery and other items for use in the Office, guest house, etc. from Super Bazar/ Kendriya Bhandar/ Governmental Agency.	WTDs	Full power
		ED/CE	Rs. 1 Lakh per occasion subject to budget allocation
9.	Maintenance and repair of furniture, fixtures, fittings, office equipment, civil appliances and other miscellaneous items in township, guest house, field hostel and other Establishments.	WTDs	Full Power
		ED/CE	1 Lakh per occasion subject to budget allocation
10.	Administrative approval for Leasing/hiring of Vehicles including approval of fleet strength	WTDs	Full Power
11.	Sanction for Welfare related expenditure on sports, cultural meets, functions, excursions, quizzes, tournaments, etc. including purchase/hire of infrastructural facilities and equipment for the above, arranging training for spouses and wards of employees, etc except Raising Day functions	Executive Director (Persl)	Full Power
12.	To sign import license applications on behalf of the HPSEBL	CE(MM)/(Comm.)	Full Power
13.	Sanction of expenditure on print and electronic media persons for travel, boarding and lodging, hospitality, local conveyance, press kits and hiring of premises for press conferences /Seminars/meetings/events/functions/occasions/ presentations	Director (Persl)	Full Power
14.	Empanelment of Newspapers/ Advertising agencies/ Printers/ Digital Printers/ for blow ups/ Films/ Documentary Makers/ Photographers/ Videographers including Production Design, with or without rate	WTDs	Full Power

	contract		
15.	Empanelment of agencies for event management for organising functions, inaugurations & other ceremonies, conferences, conventions, etc.	WTDs	Full power
16.	Empanelment of agencies for conducting various trainings under Corporate Social Responsibility	Director(P) in consultation with Managing Director	Full Power
17.	Sanction of expenditure on press notification/ advertisement for invitation of tenders/ land acquisition/ recruitment/ public notices relating to HPSEBL	ED(Pers)	Full Power
18.	Sanction of expenditure on publicity through various media including hoardings and banners, announcements, pamphlets, awareness campaign, etc., advertisements for purposes other than mentioned at No. 39.	Director (Persl)	Full Power
		ED(Pers)/CE	₹50,000/-
19.	Sanction of expenditure on Photography/Video Coverage of project/ VIP visits/ functions, etc.	Director(Pers)	Full Power
20.	Sanction of expenditure for ceremonial occasions, awareness programmes, promotion of sports, cultural activities, visit of Dignitaries, presentation of mementoes to special visitors, celebration of National Days, local festivals/local Melas, etc., subject to Administrative guidelines issued from time to time and budget provisions. Excluding any grant/ donation/ sponsorship to other agencies.	ED(Pers)	Full power
21.	Sanction of expenditure in Exhibition	Director(Persl)	Full power
22.	Sanction of expenditure on Documentary Films.	Director (Persl)	Full Power
23.	Sanction for expenditure for Sponsorship/ co-sponsorship of Seminar, Works HOD, Training Programmes, presentation, any event, discussions, Kits, Stationery and Course material, Lunch, Dinner, Tea/Snacks, etc. during said Programme organised by Agencies other than HPSEBL.	E. Director (Persl)	Full Power
24.	Administrative Approval for purchase of mementoes for promoting business interests.	E. Director(Persl)	Full Power
25.	Declaration of official Company guests.	WTDs	Full Power
26.	Approval of expenses of food / refreshments to staff for office work on holidays and beyond normal office functioning timings.	ED (Pers)	Full Power

27.	Sanction of expenditure on official hospitality and meetings.	ED (Pers)	Full Power
28.	Expenditure relating to hospitality to the participants in Training programme, transport and fees to faculty, course material, etc.	ED (Pers)	Full Power
29.	Hospitality and entertainment on behalf of and at the instance of THE CHAIRMAN/ Functional Directors/ HODs, whether in office or outside.	Director (Pers)	Full Power
30.	Expenditure on Hospitality, including purchase of mementos in connection with Board Meetings, Meetings of Committee of Directors including official visits of Directors and AGM/ EGM of Shareholders.	Company Secretary	Rs. 0.50 lakhs per occasion
31.	Company Secretariat Matters		
31.1	Engagement of services of CA/ Practicing Company Secretaries or other professionals for seeking opinion, Certification of various Forms, returns or any other document including Corporate Governance Report for the purpose of filling with Ministry of Corporate Affairs, SEBI, RBI or any other Government Agency and Company Law matters and fixation of fees/ remuneration	Company Secretary	Full Power
31.2	Sanction of Bills for payment of Fees of Stock Exchanges, Depositor Participants and such other agencies including payments/ reimbursement to R&T Agents or any other agencies engaged for carrying out the IPO/ FPO/ Strategic Sales/ Buy Back/ Issue of Bonus Shares/ Bond Issues, etc.	Company Secretary	Full Power
31.3	Administrative Approval for engagement of Registrar and Transfer Agent including amendments in the Scope of Work- in consultation with Director (Finance).	Company Secretary	Full Power
31.4	Engagement of any Professional or Agency for availing services in connection with Company Secretarial matters, Investor Services / Grievances, Meetings - Board, Committee or General, Statutory Compliances, Corporate Governance or any other responsibilities / functions being discharged by CS Department- in consultation with Director (Finance).	Company Secretary	Full Power
32.	Engagement of services of Chartered Accountants/ Advocates/ Company Secretary/ or other professionals or Firms thereof for accounting works, Tax matters,	Director (Finance)	Full power

	certification relating to Tax & remittance of foreign exchange, Internal Audit, Tax Audit, preparation of Manual, physical Verification of Stock/ Assets, Filing Tax Returns, etc. including fixation of fees and remuneration.		
33.	Making reference to outside experts on issues like Contract, Tax, design, Insurance, HR, Finance, etc.	Concerned Director	Up to ₹2 Lakh in each case
34.	Approval of all expenditure/ advance payments/ invoices/bills of fees/ consultancy charges, incidental and other charges, hotel/travel expenses etc. as per approved terms of appointment in respect of external agencies such as individual Consultants/Experts/ Retainer Consultants/ ADR Panel/DRB/ Arbitrators, etc.	Concerned Director	Full Power
35.	Approval for constitution of Technical Advisory Committee (TAC)/ Panel of Experts (POE)/ Committee of Experts (COE).	Director in consultation with THE CHAIRMAN through Managing Director	Full Power
36.	Conducting of TAC/POE/ COE meetings, visit to Project and approval of Associated expenses after approval at No. 35.	CE/ED(Pers)/C AO at HEAD OFFICE	Full Power
37.	Payment for Statutory Fee/Charges, Central/ State Government Duties/ Taxes/ Levies payable under relevant Acts, Mining Lease, payments to Pollution Control Boards, Fee for Explosive License, other statutorily required licenses, Security or any other services.	HOD at HEAD OFFICE/ CE/SE	Full Power
38.	Approval for entering into MOU with Governmental Agencies/ Government Undertakings/ Statutory bodies/ Autonomous bodies of Government for execution of Work/ Services.	Director in consultation with THE CHAIRMAN through Managing Director	Full Power
39.	Sanction of expenditure for public hearing in connection with EIA (Environment Impact Assessment), EMP (Environment Management Plan) studies/land acquisition/FRA, etc.	Concerned Director	Full power
40.	Sanction of expenditure on meetings at village/ block level (Gram Sabha/ Gram Panchayat) falling in Project Affected Area and other meetings with Project Affected Families/ Persons.	CE/SE	₹1 Lakh per occasion

41.	Administrative approval for implementation of approved R&R plan for the project for providing infrastructure facilities and rehabilitation grants, etc.	Director(Civil) with financial concurrence	Full Power
42.	Expenses on summoning of witnesses as per Govt. norms	ED/CE/SE/CA O/Xens	Full Power
43.	Purchase of Stamp papers/ non-judicial stamps	Concerned DDOs	Full Power
44.	To defend 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 as per Standard Operating Procedure(SOP)	ED (Pers)	Full Power
45.	To sign and verify complaints, written statements, affidavits, objections, memorandum of appeal, writ, SLP or other pleadings to be filed before any Court of Law/ ADR (like DRB)/Arbitrator on behalf of HPSEBL.	ED/CAO/CE/S E/Xen/Deputy / Under Secretary(Law)	Full Power
46.	To sign Vakalatnama	ED/CAO/CE/S E/Xen/Deputy /Under Secretary(Law)	Full Power
47.	To realize or withdraw money from any court, persons, or authorities in execution of a decree or order of the Competent Court.	ED/CAO/CE/S E/Xen	Full Power
48.	Empanelment /Appointment /Fee for advocates	WTDs	Full Power
48.1	Empanelment/ Dis-empanelment of Advocates and approval of schedule of fees and other terms for the same.	ED/Director (P) in consultation with THE CHAIRMAN through MD	Full Power
48.2	Entrusting of the cases to Advocates from approved panel at the approved Schedule of fees.		
48.2.1	For cases in subordinate courts and equivalent forums	Director (P)/ED(Pers) in consultation with MD	Full Power
48.2.2	For cases in Supreme Court, High Courts and equivalent forums	WTDs	Full Power
48.3	Sanction for Payment of Advocate Fee	Director (P)/ED(Pers)	Up to ₹5 lakh per case
		CE/SE	Up to ₹1 Lakh per case as per approved

			schedule of fees
48.4	Entrusting of the cases to Advocates beyond approved panel or beyond the approved Schedule of fees	WTDs	Full Power
48.5	Approval for incurring miscellaneous Legal expenses such as expenditure on obtaining legal opinion from outside legal experts etc.	Director (Pers) in consultation with MD	₹5 lakh per case
48.6	Verification of bills of advocates on account of appearances, opinion, conference, preparation of writs, etc. including journey and lodging.	Director (Pers)/ ED(Pers)/CE/ SE	Full Power (without any relaxation)

Remarks for No.48.6:

- i) Based on approved schedule of rates or fee, these powers will be exercised by Executives of Law dept. in respect of legal department; Concurred by concerned Department/units in respect of legal opinion sought by them. Each dealing department will prepare a separate cumulative statement of expenditure (including advocates' fees, legal opinion expenses and other expenditure on journey & lodging of advocates, etc.) incurred in each matter since its inception.

49.1	Empanelment / Dis-empanelment / Appointment/ Removal including fixation of fee and other terms and conditions for Alternative Dispute Resolution Panel/ Arbitrators.	WTDs	Full Power
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Remarks for No.49.1:

- i) Proposals to be processed by legal Cell at HEAD OFFICE and by the concerned CE.

49.2	Payment of bills of Arbitrators on account of sitting, conference, preparation of award, etc. including journey and lodging subject to verification by the concerned department.	WTDs	Full Power
50.	Powers to sanction/incur expenditure not covered elsewhere in the DOP and not excluded from the powers of THE CHAIRMAN.	Chairman	Full Power



Section –IV:
DELEGATION OF DISCIPLINARY POWERS

Sr	Description of Posts	Appointing Authority	Disciplinary Authority under CCS(CCA)Rules	Appellate Authority
1	All Class-I Categories (For SE & Above Categories)	Chairman	Chairman	Board of Directors
2.	All Class-I Categories (For Executive Engineer)	Chairman	Managing Director	Chairman
3.	Class-I categories (For Assistant Engineer Level and up to CAO/CA Level) and Class-II Services Drawing Cadre CHDM/HDM(E)/(C/M)/ Architectural Side	As Provided in R & P Rules	Director(Pers.)	Managing Director
4.	i) Foremen(Special) for all Traders	Chief Engineer Concerned	Concerned Chief Engineer	Managing Director
	ii) Addl. Private Secretary/ Superintending Grade-II	Director (Personnel)	Director (Personnel)	Managing Director
5	Class-III Services			
	i) Board Secretariat	Executive Director	Executive Director	Director (Personnel)
	ii) Finance & Account Wings	Executive Director	Executive Director	Director (Personnel)
	iii) O/o Chief Engineer(MM)	Executive Director	Executive Director	Director (Personnel)
	iv) O/o Chief Engineer (Comm./SO/ SP/P & M)	Executive Director/CE Concerned (As Provided in R & P Regulation)	Executive Director	Director (Personnel)
	v) All other field Engineering Units / Wings (State Cadre Class-III Non-Technical posts only).	Executive Director (Pers)	Executive Director (Pers.)	Director (Personnel).
	All other field Engineering Units(Technical Posts Only)	Sr. Xen Concerned	Sr. Xen Concerned	Chief Engineer Concerned
	i) Divisional Cadre			
	ii) Circle Cadre	Superintending Engineer	Superintending Engineer	Chief Engineer Concerned
	iii) Wing Cadre	Chief Engineer Concerned	Chief Engineer Concerned	Director (Personnel)
	iv) State Cadre	Chief Engineer Concerned	Chief Engineer Concerned	Director (Personnel)
6.	Class IV Services			
	i. Board Secretariat	Executive Director (Personnel)	Executive Director (Personnel)	Director(Personnel)
	ii. Finance & Accounts Wings	Executive Director (Personnel)	Executive Director (Personnel)	Director(Personnel)

iii.	O/o Chief Engineer(MM/Comm./(SO. & P)/P & M	Executive Director/CE Concerned (As Provided in R & P Regulation)	Executive Director(Persl)	Director (Personnel)
iv.	All Other field Engineering Units/Wings	Sr. Xen or as provided in the R & P Regulations	Sr. Xen or as provided in the R & P Regulations	Concerned Chief Engineer

Note: For retired person of respective class/ categories Disciplinary Authority shall be the concerned Authority as the above table. Appellate Authority for the retired person shall be the BODs for Class- 1 officer and WTDs for other classes of Officer.



ORGANIZATION CHART OF HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

