

SECTION-II HR POWERS

Sl. No.	Subject Matter	Extent of Power	Officers Authorised to Exercise Powers	Remarks
(1)	(2)	(3)	(4)	(5)
1 (i)	Approval of text and release of advertisement/notification to Employment Exchange for recruitment	Full powers in respect of i) Executives Up to E-5 including TEs/TOs ii) Supervisors iii) Workmen	Director (Pers.) ED (HR). ED (RO)/ GM (HR) C.O	Text of the advertisement / Notification for the post of workmen shall be approved by the ED(HR), CO
1 (ii)	Constitution of selection Boards for recruitment against sanctioned posts as per laid down procedure	Full powers in respect of i) Executives Up to E-5 ii) Supervisors iii) Workmen	Director (Pers.) ED (HR). ED (RO)/ GM (HR) C.O	
1 (iii)	Approval of list of candidates to be called for interview for appointment on recommendation of Committee through HR Department.	Full powers	Appointing Authority	
1 (iv)	Approval to final selection of candidates and Appointment thereof	Full powers in respect of Supervisors & Workmen	Director (Personnel)	

1(v)	Sanction of Expenditure on Recruitment	Full Powers	GM (HR)/HOP not below the rank of C.E/Chief (HR) at RO.	
1(vi)	Grant of TA to candidates called for interview/test.	Full Powers in accordance with TA Rules.	Chief(HR)/Head of HR in Projects/ Units /Head of the Projects not below the rank of Chief Engineer/ Chief or any other officer authorized by them.	
2(a)	Completion/clearance of Training period, subject to observance of policies and rules.	1) Trainee Officers/ Engineers 2) Trainee Supervisors 3) Workmen	Chief (HRD) at C.O./Head of the Project/Station/Unit not below the rank of Chief/CE Sr. Manager Manager	Subject to Orders being issued by the concerned HR Department with a copy to the Corporate HR (Estt.) Section in respect of Executives and Supervisors.
2 (b)	Extension of Training period (excluding period of EOL), subject to observance of policies & rules.	1) Trainee Officers / Engineers 2) Trainee Supervisors 3) Workmen	Chief (HRD) at C.O./Head of the Project/Station/Unit not below the rank of Chief/CE Sr.Manager Manager	Subject to Orders being issued by the concerned HR Department with a copy to the Corporate HR (Estt.) Section in respect of Executives and Supervisors.
3 (a)	Approval of satisfactory completion of probation period on recruitment	Full powers in respect of 1) Executives at the level of E-5 – E-7 2) Executives upto the level of E-4 3) Non-Executives including Supervisors	Concerned Director Head of the Deptt. /Project not below the rank of Chief Engineer/ Chief Sr. Manager	Subject to orders being issued by concerned HR Department In case Sr. Manager is not posted in that Division then Manager.

3 (b)	Extension of probation period on the basis of the Report on recruitment.	Full powers in respect of employees in concerned Division /Project.	ED/GM/HOP/HOD in Corporate Office not below the rank of Chief Engineer.	Orders to be issued by HR.
4	Clearance of Probation period on promotion	E-6 & E-7	Concerned Director	
5	Acceptance of Resignation of employees	Full powers in respect of 1. Executives upto E-5. 2. Supervisors 3. Workmen	Director (Pers.) ED(HR) / ED(RO) ED(RO)/GM(HR),C.O /HOP	
6	Expenditure and nomination of employees to attend training/seminars /conference/workshop etc. in India for short term not exceeding two weeks.			Orders are to be issued by T&HRD at Corporate Office/ Regional Office as applicable.

(a) Organized by external sources	Full Powers in respect of		In respect of Statutory Training as per Electricity Rules, full powers to Head of Projects/Units/Power Stations.
	(i) E-6 to E-8	Director (Pers.)	In respect of E-6 and above, proposals require the recommendation of the concerned Director.
(b) Organised by NHPC	ii) Upto E-5	ED(HRD)/GM(HRD) / ED (Regional Offices)	In respect of Regional Offices a quarterly report has to be submitted to T&HRD Corporate Office.
	Full Powers in respect of		
	i) E-7 – E-8	Director (Pers.)	
(c) beyond approved calendar	ii) E-4 to E-6	ED, RO/Units/HOD not below the rank of GM	
	iii) Upto E-3	HOD/Head of Projects/Units/Power Stations	
	E-5 – E-8	Director (Pers.)	
	E-4 and below	ED(Regional Office)/ ED(HRD)/GM(HRD)	

	(d) Article / paper for presentation in seminar / conference/ Publication.	Up to E-6	Concerned Director	
	e) Expenditure on conducting Training & Development Workshops for their Spouse accompany with Employee within India for short term not exceeding one (1) week.	Family members of employees at C.O. and any other location of NHPC.	Director (Personnel)	Such course should be designed for spouses only. Such Course should be for Personality development, Self Development etc. only
	f) Proposal for conducting Training & Development workshops for the employees of Vendors/ Contractors.		Director (Personnel)	Training for Employees up to max. 01 weeks
7	To accord permission for delivering lectures functioning as Faculty Members /selection committees etc, in outside Organisations and acceptance of fees /honoraria thereof.	Full powers in respect of employees Upto the level of E-8 to E-9. Up to the level of E-5 to E-7. All employees upto the level of E-4.	Director E.D. HOD/HOP not below the rank of G.M.	Subject to exigencies of work and such guidelines/ instructions as may be issued from time to time by HR Department.
8	(a) Transfer between one region and another region /Corporate Office and vice-versa.	Full powers in respect of Supervisors and below	Director (Pers.)	Quarterly report is to be submitted to CMD for his information.
	(b) Transfer within the same	Full powers in respect	Executive Director (RO).	As per guidelines from time to time

	region subject to sanction of posts	of Supervisors and below		
9 (i)	Sanctioning of Tours within in India, advance of TA. In respect of Corporate Office.	<p>i) Full Powers including their own tour subject to such guidelines/ Instructions/exceptions etc.</p> <p>ii) E-5 – E-7</p> <p>iii) Upto E-4</p>	<p>i) Executive Director</p> <p>ii) GM/HOD</p> <p>iii) Chief Engineer /Chief</p>	<p>Claims for TA Advance in respect of Chief and above will, however, be entertained by Finance without prior approval of tour by higher authority.</p> <p>The Controlling Officers for the purpose of countersignature of TA Bill will continue to be regulated in accordance with clause 3.7 of TA Rules.</p> <p>Tour programmes of HOPs are to be approved by ED(ROs).</p>
9 (ii)	Sanctioning of Tours within in India, advance of TA. In respect of Project/Station/Unit employees	<p>i) Full Powers including their own tour subject to such guidelines /instructions /exceptions etc.,</p> <p>ii) E-6 – E-7</p> <p>iii) E-1 – E-5</p> <p>iv) Supervisors</p> <p>v) workers</p>	<p>i) ED.</p> <p>ii) GM/HOP</p> <p>iii) Chief Engineer /Chief</p> <p>iv) SM</p> <p>v) Manager</p>	

9 (iii)	<p>To Permit by a higher class to non-entitled employees on official tour subject to exigencies of work.</p> <p>(1) By train /bus</p> <p>(2) Air travel for non-entitled employees</p>	<p>Full Powers in respect of employees working under them</p> <p>Full Powers in respect of employees working under them.</p>	<p>HOP/HOD.</p> <p>ED</p>	
10.	Forwarding of applications of the employees for outside employment to HR	<p>1) Executives at the level of E-5 to E-7</p> <p>2) Executives at the level of E-1 to E-4</p> <p>3) Non Executives including Supervisors.</p>	<p>Director</p> <p>ED</p> <p>HOD/HOP not below the rank of Chief</p>	<p>HR Department shall forward the application as per the Policy guidelines of the Corporation. Copies of forwarding application be endorsed to C.O. for information.</p>
11	To declare as Controlling Officer for the purpose of Medical Reimbursement claims under Medical Attendance Rules	<p>E-8 and above and Head of Projects/Units/ Power Stations not below the level of Chief Engineer/ Chief</p> <p>E-6 and E-7</p> <p>E-1 – E-5</p>	<p>These Officers will be their own controlling officers.</p> <p>General Manager / Head of Projects/Units/Power Stations.</p> <p>Head of Department/ Projects/Units/Power Stations or an Officer not below the rank of Manager nominated by Head of Department / Project/Power Stations/Units.</p>	

		Supervisors and workmen	Head of Department/ Projects/ Units/Power Stations or an Officer not below the rank of Deputy Manager nominated by Head of Deptt./ Project/Units/Power Stations.	
12	Sanctioning of Leave i) CL/EL/HPL	HOD, HOP, E-8 and above E-5,E-6 and E-7 E-2,E-2A, E-3, and E-4 E-1 and below	Next higher authority Head of Department /Project Manager Deputy Manager	
13	Approval for Encashment of leave.	HOP, E-8 and above E-5,E-6 and E-7 E-2,E-2A, E-3, and E-4 E-1 and below	Next higher authority Head of Deptt/Project Manager Deputy Manager	
14.	To permit employees to undertake courses of studies and/or to appear in Examinations/ to attend classes outside office hours for the period of upto 3 years at a time or to pursue correspondence course.	Full powers in respect of all employees above the level of E-7 and above Upto the level of E-6	Director concerned ED (RO)/ HOP/HOD not below the rank of Chief Engineer/ Chief.	Permission referred to alongside shall not be construed to confer any right to the employee in any manner. Copy of the office order will be endorsed to HR Division and Regional Office
15	Insurance of personnel matters as per approved policy regarding	Full powers	Chief (HR) in Corporate Office.	

	Conveyance/HBA/Group Insurance etc.			
16	Acceptance of Legal documents for and on behalf of the corporation in respect of Personal advance like HBA, conveyance, Computer etc.	Full powers	Manager (HR) of the Establishment Section of Corporate Office Head of the HR wing of the Project irrespective of the designation. In case of non availability of Executive in HR in any of the Project/unit, the next senior officer who is in charge of the Section may be authorized to accept the legal documents.	Under intimation to the HOP.
