

SECTION-III
ADMINISTRATIVE POWERS

Sl. NO.	SUBJECT MATTER	EXTENT OF POWER	OFFICERS AUTHORISED TO EXERCISE POWERS	REMARKS
(1)	(2)	(3)	(4)	(5)
1(a)	Acquire/lease of land along with properties (excluding Purchase from private parties) / filing requisition with Land Acquiring Authorities.	Full powers	Head of the Project not below the rank of C.E.	1. Subject to the same being a) as per requirements of the project. b) within the approved project estimates, and c) within the award, if any, for payment of compensation
2.	Office accommodation (i) Hiring of Building	Full powers Full powers Rs. 75,000 p.a.	(a) Director (Personnel) in respect of Corporate Office. (b) ED (RO), Head of the Project/Incharge Liaison Office not below the rank of C.E. (c) Incharge Liaison Office of the rank of SM/Mgr.	2(a). Subject to the same being i) As per policy of the Corporation ii) Establishment of reasonableness of rent.

	(ii) Repair and Maintenance of Buildings.	Full powers Full powers Rs. 75,000/ p.a.	(a) ED (RO) / Head of the Project/Incharge Liaison Office not below the rank of C.E (b) ED/GM(E&FMS) for Corporate Office Building. (c) Incharge Liaison Office of the rank of SM/Mgr.	In case liaison offices are reporting to Regional Office/Corporate Office then concerned ED.
3.	Field Hostel / Transit Camp / Guest House :			
	(i) Hiring of accommodation (ii) Repair and Maintenance of accommodation in all cases except Liaison Office. (iii) Repair & Maintenance of accommodation in Liaison Office.	Full Powers Full Powers Rs.5 lakhs per annum (including approvals at lower level) Rs.3 lakhs per annum (including approvals at lower level) Rs. 75,000/- per annum	E.D.(R.O.) / HOP E.D. (R.O.) /HOP/ GM(E&FMS) Chief Engineer/Chief Sr. Manager Manager	
	(iv) Declaration of Building as field hostel	Full Powers	ED (RO)	Subject to the guidelines issued by HR from time to time

4.	Storage Space (i) Hiring/Leasing	(a) Full Powers	E.D.(R.O.) / Head of the Project/Incharge Liaison Office not below the rank of CE.	
	(ii) Repairs and Maintenance	(b) Full Powers	E.D.(R.O.) / Head of the Project/Incharge Liaison Office not below the rank of CE.	
5.	A) Purchase of furniture and office equipment. (B) Purchase of furniture, fixtures, kitchen appliances and office equipment in Liaison Office. (i) For initially equipping Office, Guest House, Transit Camp/Canteen	Full Powers Full Powers Full Powers Rs.15 lakhs (including approvals at lower levels) Rs.7 lakhs Full Powers	E.D./ Head of the Project / Head of the Liaison Office not below the rank of Chief ED(R.O) ED(R.O)/ED (E&FMS) Chief Engineer/Chief Sr. Manager Director	Subject to conforming with the scales/yardstick issued by the Corporate Office.
	(ii) For subsequent	Rs.10.00 Lakhs		

	purchases.	<p>Rs.7.00 lakhs p.a .including approvals at lower levels.</p> <p>Rs.3 lakhs p.a. (including approvals at lower levels).</p> <p>Rs.2 lakh p.a (including approvals at lower levels)</p> <p>Rs.40,000/- p.a.</p>	<p>ED(R.O)/ ED (E&FMS)</p> <p>GM</p> <p>Chief Engineer</p> <p>Sr. Manager</p> <p>Manager</p>	
	<p>(C)Purchase and up-gradation, expansion of IT and Communication infrastructure.</p> <p>(i) Hardware,</p> <p>(ii) System software (Operating/Management/Security systems, technical support etc.)</p> <p>i)Peripherals and Consumables</p> <p>ii)Services including rentals, registration, installation shifting, renewal etc.</p>	Full powers	<p>ED (IT&C)/HOD (IT&C) at C.O.</p> <p>ED (RO) at regions /</p> <p>Head of the project not below the rank of CE at Projects</p> <p>Head of the Liaison Office not below the rank of Chief</p>	<p>Power to release advance payment shall be exercised by approving authority in cases of Govt. Agencies/ Companies like BSNL, MTNL, NIC etc.</p>

	<i>D) Purchases of Computer Engineering Software</i>	<i>Rs. 10 lakh per annum Rs. 5 Lakh Per Annum</i>	Director (Technical) ED(Design/E&M)	Subject to technical suitability to be obtained from IT&C Division of Corporate Office except in cases of specialized engineering software.
6.1	Repair, Maintenance and upkeep of furniture and fixture, office equipment, IT/Communication/Net working systems etc. except in Liaison Office (Other Than AMC)	Full Powers	ED(IT&C)/ HOD (IT&C) in respect of computers, communication and other peripheral devices in Corporate Office and ED/GM(E&FMS/) in corporate office for other items. ED (RO)/HOP not below the rank of CE in the case of Projects	
6.2	Repair, Maintenance and upkeep of furniture and fixtures, office equipments communication/net working systems etc in Liaison Office. (Other Than AMC)	Rs. 3 Lakhs p.a. (including approval at lower levels) Rs. 2 Lakh p.a. (including approval at lower levels) Rs. 70,000/- p.a.	Chief Engineer/Chief Sr. Manager Manager	
6.3	AMC for computers, telephone furniture photocopy machine etc.	(a) Full Powers (b) Rs.10 Lakhs (c) Rs.5 Lakhs (b) Rs. 2 Lakhs	Director E.D. G.M. HOP not below the rank of CE	Normally the contract should not be for more than of one year, In case contract is awarded for more than one year/ extension, if any, in exceptional cases only beyond one year approval

				of next higher Authority is required except cases falling within the Powers of ED and above.
7. 1	Hiring of office equipments, furniture & fixtures including fans, water coolers etc. (other than Liaison Offices)	Full powers	ED/GM (E&FMS)in Corporate Office ED(RO) HOP not below the rank of CE in the case of Projects/ Power Stations.	
7. 2	Hiring of office equipments, furniture & fixtures including fans, water coolers etc. for Liaison Office.	Rs. 2 lakh p.a. (including approval at lower level) Rs. 70,000/- p.a (including approval at lower level) Rs. 30,000/- p.a.	Chief Engineer/Chief Sr. Manager Manager	
8.	Hiring of Vehicles for all purpose including official journeys between C.O., LO,R.O,Projects etc.	Full powers Rs.40,000 p.a Rs.20,000 /-p.a Rs. 2 lakh p.a. (including approvals at lower levels)	ED/GM/Head of the Project not below the rank of CE. Company Secretary HOD not below the rank of Chief at Regional Office. Chief Engineer/Chief Incharge, Liaison Offices.	As per Circular /Guidlines & Reference of CEP for hiring of Vehicles i.e. NH/CEP/Veh-norms/2004/3054dt25.05.04 NH/CEP-II/Veh-norms/4348-4422dt 01.09.04 NH/CEP-II/Veh-norms/2006/6448-6515 dt 01.03.06 NH/CEP-II/Veh-norms/2006/630-79 dt

		Rs. 70,000/- p.a. (including approvals at lower levels)	Sr. Manager Incharge, Liaison Offices	18.05.06 and NH/CEP-II/Veh-norms/1947- 2027 dt 25.06.08 and further amendments
		Rs30,000/- p.a.	Manager Incharge, Liaison Offices	
9.	<u>Insurance:</u> (i) All Vehicles covered under Indian Motor Vehicle Act .	Full powers	Manager	9. a) Subject to policy of the Corporation and statutory requirements.
	(ii) Movable Assets including plant and machinery.	Full powers	Head of the Project not below the rank of CE. GM/Chief, Incharge of Assets in Corporate Office/Regional Office.	
	(iii) Immovable Assets Assets not covered under the contractor Insurance nor self insured during construction (Like Office Building/ Administrative Building/Workshop store etc. etc.	Full Powers	ED (RO)/ ED(E&FMS) at Corporate Office.	

	(iv) Transit Insurance.	Full powers	HOP not below the rank of CE.	
		Full powers	CE/Chief Incharge, Liaison Offices/Regional Offices.	
	(v) Cash including Fidelity Guarantee Insurance	Full Powers	HOP not below the rank of CE./ Head of Finance of the Project/Corporate Office not below the rank of Manager.	
		Full powers	CE/Chief Incharge, Liaison Office	
10.	Purchase of News papers Magazines/Journals periodicals etc. for Office, and guest houses/field hostels.	(a) Full powers	(a) E.D./HOP not below the rank of CE./In-charge Corporate Communication not below the level of Chief	
		(b) Rs. 7,500 /- per annum .	(b) ED/G.M./HOD not below the rank of CE in Corporate Office and Liaison Office.	In respect of Field Hostel / Transit Camp / Guest House located in Faridabad/Delhi these powers shall be exercised by E&FMS
		(c) Rs.5,000/- per annum.	(c) Incharge, Liaison Office and other HOP below the rank of CE.	

11	Purchase of books, Technical Journals, periodicals, standards, magazines etc. including in electronic form			Subject to approved purchase policy for procurement of Library Reading material for Central Library-NHPC
	(a) Corporate Central Library	(i) Full Powers	E.D.	
		(ii) Rs.1.5 lakh p.a.	In-charge Library not below the rank of CE.	
	(b) Departmental Libraries in C.O./R.O.	Full Powers	E.D	
		Rs. 30,000 p.a.	GM	
Rs. 15,000 p.a.		Company Secretary		
(c) Project Libraries	Rs. 1 lakh p.a.	Head of the Project not below the rank of CE.		
(d) Liaison Offices	Rs,50,000/- p.a	Chief Engineer/Chief.		
12.	(i) Charges for Postal/charges /Railway parcels/Courier' Electricity, water /Telephone/ Fax/Internet/cellular	(i) Full powers	(i) Officer In-charge to look after these services not below the rank of Chief in Corporate Office/ not below the rank of Manager at RO, Projects & Liaison offices.	

	phone/ Communication equipments including connections etc. and maintenance thereof as per approved policy & norms.			
	(ii) Sanction for payment of penalty/surcharge relating to above	(ii) Full Powers	HOP/HOD in Corporate Office	
13.	Deposits under Telegraph Deposit Account	Full Powers	In-charge HR- Admn., RO/Project, SM(HR-Admn.), Corporate Office	
14.	Sanction of prepayment for Franking Machine Units.	Full Powers	In-charge HR-Admn., RO/Project, SM(HR-Admn), Corporate Office	
15.	(i) Installation of official and Residential Telephones/ mobile phones including CUG/other updated technology introduced from time to time for CO/Region/State Projects as per approved policy and norms of the Corporation.	Full powers	ED (RO)/ED (E&FMS)/Head of the Project/ In-charge Liaison Office not below the rank of C.E.	Installation of Telephones is to be arranged by Incharge HR-Admn. Corporate office for the officers of Corp. Office.

	(ii) Waival of charges from residential telephones/ mobile phones in excess of eligibility limit.	Full powers	Concerned Director	The Power may be exercised after necessary justification is furnished for such waiver.
16.	Installation/shifting/ purchase of communication system & equipments/ fax Machines – internet facilities etc.	Full powers	E.D (RO)/HOD (IT&C/ E&FMS) at C.O. /Head of the Project not below the rank of Chief Engineer	
17.	Staff cars and vehicles Repair and Maintenance.	(a) Full powers	E.D.(R.O.)/GM/Head of the Project/ HOD (E&FMS) in Corporate Office	GM/HOP/HOD/E&FMS may sub-delegate the powers to the Chief/Chief Engineer, In-charge of Transport Division not exceeding Rs.10, 000/- in each case with annual ceiling of Rs.2 lakh. This is subject to budget provision and proper control on TA/DA of the employees deputed for the above purpose.
		(b) Rs.1,00,000/- per annum	CE/S.M, Incharge, Liaison Office	
		Rs.50,000/-p.a.	Manager Incharge, Transport Services in Corporate Office/ Manager Incharge, Liaison Office.	

18.	Expenditure for ceremonial occasions, local festivals, Dignitaries, visit except Independence Day, Republic Day and NHPC Raising Day for which separate orders will be issued. –	<p>(a) Rs. 2 Lakh per occasion subject to annual ceiling of Rs. 10 Lakh</p> <p>(b) Rs.1, 00, 000/– per occasion subject to annual ceiling of Rs.— 5 lakhs</p> <p>(c) Rs.50,000/- per occasion subject to annual ceiling of Rs- 2 lakhs.</p>	<p>Director</p> <p>E.D (RO).</p> <p>Head of CC , C.O. /HOP not below the rank of CE.</p>	
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19.	(1) Purchase of office stationery (including printing and binding)	<p>(a) Full powers</p> <p>(b) Rs.25,000 p.a</p> <p>(c) Rs. 30,000/- per annum (including approvals at lower levels</p> <p>(d) Rs. 20,000/- per annum (including approvals at lower levels)</p> <p>(e) Rs. 10,000/- per annum</p>	<p>(i) E.D.</p> <p>(ii) G.M./ C.E. Centralized Procurement Division, Corporate office.</p> <p>(iii) Head of the Project not below the rank of C.E.</p> <p>(b) GM/Chief/ Company Secy. in Corporate Office.</p> <p>(c) Chief Engineer Incharge, Liaison Office</p> <p>(d) Sr. Manager Incharge, Liaison Office</p> <p>(e) Manager Incharge, Liaison Office</p>	
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	(2) Printing and publications (including printing of letter heads, visiting cards, etc.)	(a) Full powers (b) Rs. 1 lakhs per occasion subject to annual ceiling of Rs. 7 lakhs. (c) Up to Rs.2,000/- per occasion subject to a ceiling of Rs.. 50,000/-	ED(RO)/ GM(CC) in Corporate Office (b) Chief(CC)/ HOD in RO/HOP in Projects not below the rank of CE. (c) Sr. Manager (CC)	
	(3) Rajbhasha works Translation Work	Director (Personnel) Regional ED	1 lakh pa. 20000/- p.a.	Based on certificate by Hindi section that it does not have adequate man- power for transaction at the time of award of work.
20.	(i) Miscellaneous expenses without any vouchers	Rs.2000 Per item. Rs.1000/- per item with annual ceiling of Rs.10000/- p.a..	Director ED	
	(ii) Purchase of petty/ contingent/ misc. items at Corporate Office.	(a) Full powers (b) Rs.10,000/- per item subject to a ceiling of Rs.2 Lakhs per annum.	Director E.D.	

		(c) Rs.1,000/- per item subject to a ceiling of Rs. 25,000/- per annum.	GM/C.E./ Chief/HOD	
	(iii) Miscellaneous Petty/ Contingent expenditure in Projects / Units/Regional Office.	(a) Full powers	E.D	
		(b) Rs.5000/- per item subject to a ceiling of Rs.5 lakhs	Head of the Projects not below the level of Chief.	
		(c) Rs.1,000/- per item subject to an annual ceiling of Rs.10, 000/- in a year.	C.E./Senior Manager in Projects	
		(d) Rs. 2000 per item subject to a ceiling of Rs. 30,000/- per annum.	Chief Engineer Incharge, Liaison Office	
		(e) Rs. 1000 per item subject to a ceiling of Rs. 20,000/- per annum	Sr. Manager Incharge, Liaison Office	
		(f) Rs. 1000 per item subject to a ceiling of Rs. 10,000/- per annum	Manager Incharge, Liaison Office	

21	a). Sanction for payment of demurrage/ wharfage, to Railways/Sea Port/ Air authorities or Road Carriers.	<p>(i) Rs. 1 Lakhs in each case.</p> <p>(ii) Rs.40, 000 in each case subject to a ceiling of Rs.4 lakhs per year.</p> <p>(iii) Rs.15, 000 in each case subject to a ceiling of Rs.3 Lakhs per year</p> <p>(iv) Rs.5,000 in each case subject to a ceiling of Rs.1.5 Lakhs per year</p> <p>(v) Rs.3,000in each case subject to a ceiling of Rs.75,000 per year</p> <p>(vi) Rs.1,500 in each case subject to a ceiling of Rs.15,000 per year</p>	<p>Director</p> <p>E.D.</p> <p>G.M.</p> <p>C.E.</p> <p>S.M.</p> <p>Manager</p>	<p>Every effort should be made to get the demurrage/ wharfage waived off from the railways/Carriers and/or recover the same from suppliers/contractors where such liabilities have arisen due to the reasons attributable to the suppliers/contractors.</p>
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	b). Write off of demurrage/wharfage, to Railways/Sea port/Air authorities/Road carriers if recoverable from the supplier/contractors.	<p>(i) Rs. 1 Lakhs in each case. Subject to annual ceiling of Rs.10 Lakhs</p> <p>(ii) Rs.40, 000 in each case subject to a ceiling of Rs.4 lakhs per year.</p> <p>(iii) Rs.15, 000 in each case subject to a ceiling of Rs.3 lakhs per year.</p> <p>(iv) Rs.5,000 in each case subject to a ceiling of Rs.1.5 lakhs per year.</p> <p>(v) Rs.3,000in each case subject to a ceiling of Rs.75,000 per year</p> <p>(vi) Rs.1,500 in each case subject to a ceiling of Rs.15,000 per year</p>	<p>Director</p> <p>E.D.</p> <p>G.M.</p> <p>C.E.</p> <p>S.M.</p> <p>Manager</p>	<p>Power to write off demurrage /wharfage charges, recoverable from the contractors, shall be exercised by Project Head/Unit Heads.</p> <p>Respective approving authority will maintain proper record.</p>
22.1	Write off: a) Any item of equipment, tools, parts and materials lying in stores, including adjustments of discrepancies in an item during stock verification and/or any claims of recovery against suppliers/contractors	<p>(i) Rs.10 Lakhs in each case</p> <p>(ii) Rs.4 lakhs in each case</p> <p>(iii) Rs.3 lakh in each case</p> <p>(iv) Rs.75,000 in each case</p> <p>(v) Rs.30,000 in each case</p> <p>(vi) Rs.7000 in each case</p>	<p>Director</p> <p>E.D.</p> <p>G.M..</p> <p>C.E.</p> <p>S.M.</p> <p>Manager</p>	<p>Subject to investigation and report by a committee constituted by HOP not below the rank of CE. After the item is written off, the information may be sent to concerned Accounts Division for adjustment. The original value/ issue rate of store price shall be considered for the purpose of write off.</p> <p>However Asset items will be written off at their depreciated value / notionally derived</p>

	on this account			depreciated value. Above Clauses is applicable on 22.1 a),b) & c)
	(b) Losses due to theft, pilferage etc. of stores, equipment tools materials in each case	(i) Upto Rs. 3 lacs. (ii) Up to Rs. 1.5 lac. (iii) Upto Rs. 40,000/-	E.D. G.M. HOP not below the rank of CE	
	(c) Losses arising out of settlement of insurance claims in each case	(i) Up to Rs.7.5 lac (ii) Upto Rs. 6 lac (iii) Up to Rs. 1.5 lac. (iv) Upto Rs. 40,000/-	Director E.D. G.M. HOP not below the rank of CE	
	(d) Losses arising out of disposal of equipment/ Stores/Spares/scrap etc.	(i) Up to Rs.7.5 lac (ii) Upto Rs. 6 lac (iv)Up to Rs. 1.5 lac. (iv) Upto Rs. 40,000/-	Director E.D. G.M. HOP not below the rank of CE	These losses are difference between book value / store issue rate of items at the time of disposal and amount realized. Asset items which will be written off at their depreciated value/notionally derived depreciated value.
	(e) Settlement of dispute with regard to surcharge rebate etc. with beneficiaries on Energy Bill	Upto Rs. 1.00 lakh per beneficiary per annum under intimation to Director Concerned.	Head of Commercial Division (not below the rank of G.M.)	
22.2	(a) Any shortage in chemicals, lubricants, oils	(a) Full Powers as per norms in each case.	Dir/ED/GM/CE	

	<p>etc. as per the prescribed norms of the manufacturer.</p> <p>(b) Beyond norms</p>	<p>(i) Full Powers upto 5% above the norms subject to the ceiling of Rs.10 Lakh in each case.</p> <p>(ii) Full Powers upto 5% above the norms subject to the ceiling of Rs.4 Lakh in each case.</p> <p>(iii) Full Powers upto 3% above the norms subject to the ceiling of Rs.3 Lakh in each case.</p> <p>(iv) Full Powers upto 2% above the norms subject to the ceiling of Rs.1.5 Lakh in each case.</p>	<p>Director</p> <p>E.D.</p> <p>G.M.</p> <p>C.E.</p>	
23.	<p>(a) Write off of Stationery, office equipments, furniture, books, kitchen appliances, fitting & fixtures etc. like Guest Items, Mobile Set, TV, LCD, Refrigerator, AC, Music System etc. etc.. etc.</p>	<p>(i)Rs. 50,000/- in each proposal</p> <p>–Rs.20,000/- in each proposal subject to an annual ceiling of Rs. 5 lakh.</p>	<p>Director</p> <p>E.D.</p>	<p>Items will be written off at their original value/store price except the asset items which will be written off at their depreciated value/notionally derived depreciated value.</p>

		(ii) Rs. 5,000/- in each proposal subject to an annual ceiling of Rs.2,00,000/-	GM in Corporate Office/Head of the Project of the rank of G.M./Company Secretary.	
		(iii) Rs.2,000/- in each proposal subject to an annual ceiling of Rs.25,000/-.	Chief of the Project/Unit	HOP not below the rank of Chief
		(iv) Rs.1,000/- in each proposal subject to an annual ceiling of Rs.10,000/-.	Incharge Liaison Office/ Guest House not below the rank of Manager.	
	b.) Write-off of Outstanding balance appearing against ex-employees except Bond money.	(a) Upto Rs.5000/- in each case subject to annual ceiling of Rs.2 lakh.	Director	
		(b) Upto Rs.2,000/- in each case subject to ceiling of Rs.1.0 lakh.	ED, R.O./ED(HR) in C.O	
		(c) Upto Rs.1,000/- in each case subject to annual ceiling of Rs.50,000/-	GM/HOP not below the rank Chief Engineer.	

24.1	Empanelment of Attorneys, Solicitors, Counsels, Advocates, including their schedule of fees/remunerations, retainership etc.	Full powers	Director (Personnel)	On recommendation of Corporate Law Division..
24.2	Empanelment of Arbitrators	Full powers in respect of		Involving financial implications:
		Panel A	CMD	Panel A More than Rs. 5 Crore
		Panel B	Director.	Panel B Upto Rs.5 Crore .
		Panel C	Head of Deptt./ Head of Project not less than the rank of Chief.	Panel C Upto Rs.50 Lakh
25.	(i) Appointment of (a)Attorneys, Solicitors, Counsels, Arbitrators, Advocates, Consultants including insurance consultant, Legal Firms from approved panels at approved rates of professional fees/remuneration etc.	Full Powers	E.D./G.M./ HOP/ SM (Law)	(i) On advice from Law wing/ Arbitration wing wherever applicable (ii) A panel of insurance consultant has to be maintained by insurance cell of C.O. which is at present looked after by Contract division corporate office.

	b)Attorneys, Solicitors, Counsels, Arbitrators, Advocates, Consultants including insurance consultant, Legal Firms beyond approved panels and rates of professional fees/ remuneration etc.	Full Power	Director concerned	
	c. Signing of Vakalatnama.	Full Power	E.D./G.M./ HOP/ SM (Law)	
	d. Engagement of firms of Chartered Accountants for Internal Audit and to sanction their remuneration.	Rs. 24 Lakhs per annum	Director (Finance)	
	(ii)Engagement of Chartered Accountants/ Consultants for accounting work/ Preparation of Manuals etc. and sanction of remuneration.	Rs. 12 Lakhs per annum Rs.5 Lakhs per annum	Director (Finance) E.D.(Finance)	
	(iii)Engagement of Statutory Auditors for tax audit and sanction of their remuneration.	Full Powers	Director (Finance)	
	(iv) Audit Expenses including holding of Auditors Meetings and Meeting in connection	Full Powers	E.D.(Finance) /GM(Finance)	

	with audit etc.			
	(v)Engagement of firms of Chartered Accountants/ company Secretaries/ Advocates for Tax matters/ Company law matters/ physical verification of stock/fixed assets. etc. and sanction of their remuneration.	(a) Full Powers (b) Rs.50,000/- in each case subject to a ceiling of Rs.10 lakhs per annum. (c) Rs.50,000/- in each case subject to a ceiling of Rs. 5,00,000/- per annum.	Director (Finance) E.D.(Finance)/GM (Finance) Company Secretary	
	(vi) Engagement of firms of Chartered Accountants/Company Secretaries etc. for certification work relating to Tax & remittance of Foreign Exchange, Company Law matters etc.	Full Powers Rs.20,000/-- in each case subject to a ceiling of 5 lakhs per annum. Rs. 20,000/- in each case subject to ceiling of Rs.1,00, 000/- per annum	Director (Finance) E.D.(Finance)/ GM(Finance) Company Secretary	
	(vii)Engagement of firms of Chartered Accountants etc. for certification work relating to Tariff purpose.	Full Powers Rs. Rs.50,000/- in each case subject to a ceiling of Rs. 5 Lakh per annum.	Director (Finance) ED/GM(Commercial) / ED/ GM(Finance)	

	(viii) Miscellaneous legal/ arbitration expenses such as expenditure on obtaining legal opinion from outside legal experts. attestation of affidavits, power of attorney etc.	Full Powers Upto Rs. 10,000/- in each case subject to Rs.2,00,000/-per annum Up to - Rs.5,000/- in each case subject to Rs. 50,000/- per annum	Director (Personnel) ED GM/HOP/ HOD in C.O. not below the rank of Chief	On advice from Law Wing /Arbitration wing wherever available.
	(ix) Summoning of witnesses	Full Powers	ED/HOP/HOD in C.O. not below the rank of C.E.	
26.	Controlling/Countersigning authority for traveling allowance claims of Consultants/Advisers etc. appointed vide item 24 & 25 above.	Full powers	ED/HOP/HOD in C.O. not below the rank of C.E.	Tours involving visit abroad will require approval of CMD.
27	Binding of Books and other related matters.	(a) Full Powers (b) Rs.20, 000/- p.a	(a) E.D./HOP not below the rank of Chief (b) HOD / Mgr (HR-Admn) / Mgr (Fin-.) / Incharge Central Library / In-charge, Liaison Office	

28.	Signing of pleadings, plaints, written statements, affidavits, replies, claims, counter-claims etc. in any legal proceedings before a Courts of Law/Arbitrator on behalf of the Corporation	Full Powers	ED/GM/HOP or any other Officer not below the rank of E-2A authorised in this behalf by them.	Officer of the concerned Division conversant with the facts/records of the case should only be nominated and authorized.
29.	Signing of import applications and other related documents on behalf of the Corporation.	Full Powers	Executive not below the rank of Asstt. Manager as may be nominated by ED/GM Incharge of Contracts & Proc. Divn. in Corporate Office.	Subject to letter of awards/acceptance and to the verification of Bill of Quantities to be imported.
30.	(a) Sanction of expenditure on cancellation of Rail/Bus/ Air bookings/ tickets in respect of staff working under them including their own.	Full Powers	ED/GM/ HOP/ HOD in Corporate Office	Subject to tickets/bookings were made against the approved tour programme.
	(b)Sanction of expenditure on cost of tickets for journey not performed in respect of employees working under them including for self.	Full Powers	HOD in Corporate Office HOP not below the rank of CE	
31.	Approval for issue of Advertisements relating	Full powers	GM/CE/ Head of the Project / Head of CC in C.O.	a) Subject to guidelines and policy issued from time to

	to Tender/Recruitment.			time. b) Subject to approval of the competent authority for invitation of tenders/recruitment.
32.	Sanction of expenditure for official hospitality and declaration of official guests.	Full Powers Rs.2 lakh per annum.	Director E.D.	
		Rs. 50,000/- per annum	Head of the Deptt/ Project not below the rank of Chief.	
		Rs.10,000/- per annum	Chief Engineer / Chief, In-charge Liaison Office	
		Rs.3,000/- per annum	S.M., In-charge Liaison Office	
		Rs.2,000/- per annum	Manager In-charge, Liaison Office.	
33.	Sanction of advances for contingent / Miscellaneous expenditure.	Full powers. (a)Upto Rs.70,000/- to an executive.	Directors E.D.	
		(b)Upto Rs.25,000/- to an executive.	GM/HOP/Incharge Liaison Office not below the rank of Chief.	
		(c) Upto Rs.5,000/- to an executive.	C.E. / Chief.	
34.	Sanction of permanent recoupable imprest in each case.	(a)Full Powers (b) Upto Rs.10,000/- (c)Upto Rs.5,000/-	E.D. G.M.	Subject to guidelines issued by Corporate Office.

			Chief/C.E.	
35(A)	Sanction of expenditure for participation in exhibition.	Rs. 15.00 Lakhs p.a	Director (Personnel)	Tendering Process will be as per Section-I of DOP
35(B)	Sanction of expenditure on publicity, advertisement other than tenders and recruitment.	(i) Rs. 15 Lakhs p.a	Director (Personnel)	Text of the Advertisement as per standard format and if not available in consultation with Corporate Communication (CC) Divn.
		(ii) Upto Rs.15,000/- per insertion/ occasion subject to annual ceiling of Rs. 5 Lakhs. (iii) Upto Rs.10,000/- per insertion/occasion subject to annual ceiling of Rs. 2 Lakhs. (iv) Upto Rs.5,000/- per insertion/occasion subject to annual ceiling of Rs. 1 Lakh (v) Upto Rs.2,000/- per insertion/occasion subject to annual ceiling of Rs. 50,000/-.	G.M (CC)/ED (CC)/ ED (RO). Head of the Project not below the rank of CE. Chief (CC) Sr. Manager (CC)	
36	Purchase of medicines	Full Powers	Head of Medical Services at Corporate Office /HOP on the recommendations of Head of Medical Services at the Projects.	Purchases are to be made not more than twice in a month b. Delegation is to be exercised only to meet contingent and

		Upto Rs. 5,000/- per purchase subject to a ceiling of Rs.50,000/- in a year	Head of Medical Services not below the rank of Manager	additional requirements of medicines. Normal requirements of the medicines of the Project should be made in planned manner including through rate contract with authorized pharmaceutical distributors. Sufficient stocks be kept to meet the quarterly requirement.
37(a)	Empanelment of advertisement agency/printers/ Digital printers (for blow ups, Film/Documentary makers/photographers including production designed, on with or without rate contract.	Full Powers	Director (Personnel)	
37(b)	Sanction of expenditure on production, design related to PR on approved rate contract.	Full powers Up to Rs. 20,000/per occasion subject a ceiling of Rs. 2 Lakh per annum	Director (Personnel) GM (CC)/ ED (R.O)	
		(b) Upto Rs.10,000/- per occasion subject to a ceiling of Rs.50,000/- per annum	Chief (CC)	

		Upto Rs.5,000/- per occasion subject to a ceiling of Rs.25,000/- per annum	SM (CC)/Manager (CC)	
37(c)	Sanction of expenditure on participation in exhibition	(a) Upto Rs. 5 lakh per occasion	(a) Director (Personnel)	
		(b) Upto Rs. 1 lakh per occasion subject to annual ceiling of Rs of 5 lakh	(b) ED/GM (CC)	
		(c) Upto Rs. 50,000/- per occasion subject to annual ceiling of Rs of 2 lakh	HOP	
38(A)	Sanction of expenditure documentary film	(a)Full powers	ED/GM (R.O) (CC)/HOP	Tendering Process will be as per Section-I of DOP
38(B)	Sanction of expenditure on photography/ videography/ making of projects/ functions including developing and printing of photographs, tracking of TV/Radio coverage and CD/DVD making, digital poster making with or without framing	(a)Full powers	ED/GM (R.O) (CC)/HOP	

		(b) Upto Rs.5,000/- per occasion subject to annual ceiling of Rs.1 lakh.	Chief (CC)	
		(c) Upto Rs.3,000/- per occasion subject to annual ceiling of Rs 25,000/-	Incharge Liaison Office not below the rank of Chief Engineer	
39(1)	Approval of Tours of press representatives to projects and others areas of operation/ location.	Full Powers	Director(Personnel)	
39(2)	Sanction of expenditure on approved tours of press representatives to projects and others areas of operation/ location.	Full Powers	ED (R.O)/GM(CC)	
39(3)	Sanction of expenditure on approved press conference/meet.	Full powers Up to Rs.5,000/- per occasion	ED,RO/ GM(CC)/ HOP not below the rank of Chief Chief (CC)	
40.1	Constitution of TAC/POE	Full Powers	Director	

40.2	Conducting TAC/POE visits to the project and approval of associated expenses once the administrative approval for the formation of the Committee is accorded by the concerned Authority	Full powers	ED/GM	The expenditure shall be chargeable to the respective project.
41	(1) Drawing scanning, Digitalization reduction from the market/ copies/ documentation work from the market/ drawings prepared on CAD from market.	Full powers Rs.10,000/- in each case with an annual ceiling of Rs. 1, 00,000/-	ED/GM/ Chief	
	(2) Approval for purchase of consumable items related to production of design/ drawings/CAD drawings (not covered under stationary/computer stationary which are available through general stores/E&FMS at corporate office.	Full powers. Rs 5000/- in each case with an annual ceiling of Rs 20000/-	ED/GM Chief	Purchase beyond Rs 20000/- in each case shall be got done through Proc. Division at Corporate Office.

	(3) On grounds of urgency, items covered under stationary/ computer stationary but not available with stores/IT&C/ Design division. (for the purpose of drawing, etc.)	Full powers Rs 20,000/- in each case with an annual ceiling of Rs.50,000/-.	ED/GM Chief	Non-availability certificate from Stores/SD/ IT&C etc. shall be obtained
	(4) Maintenance contracts for reprographic machines and other machines related to drawings/ purchase of spares etc (not covered under general office equipments which are normally organized by IT&C/SD/Stores.	Full powers	ED/GM/Chief	
	(5) Expenditure on printing of DPR	Full powers	ED/GM/Chief	
42	(i) To undertake social welfare activities in and around Project / Unit areas under Corporate social responsibility as per the guidelines (ii) To undertake community development initiatives in the vicinity of power	Rs. 20,00,000/- per annum Rs. 6,00,000/- per annum Full powers	Director(Personnel) Executive Director of the Region Executive Director of the Region	

	stations within the budget allocated by C.O. under the approved CSR-CD Scheme			
43	a) Signing of residential lease agreement, for and on behalf of Corporation. In respect of executives as per standard lease terms vetted by law Department.	Full powers	Manager (HR) in C.O./ Head of HR in other offices.	
	b) Signing of lease deeds, for and on behalf of Corporation, for hiring accommodation other than residential (in consultation with Law Deptt.)	Full powers	Manager	
44	Sanction for sponsorship/ co-sponsorship of seminar, workshops, training programme, presentation, discussions including kits, stationery and course material including serving of lunch/dinner, tea, snacks etc. during the	(a) Up to Rs. 75,000/- on each occasion subject to Rs.10 lakh per annum (b) Up to Rs.25,000/- on each occasion subject to Rs. 3 lakhs per annum	Director (Personnel) ED(RO)	

	programme.			
45.	Sanction of Staff welfare expenditure on organizing sports cultural meets, functions, excursions, quizzes, tournaments etc. including expenditure on purchase hire of infrastructural facilities and equipments for above.	Rs. 10 lakhs p.a. Rs. 2 lakhs p.a.	Director ED, R.O/GM(CC),CO	
46	Approval for expenditure on Public hearing in connection with EIA/EMP studies / Land acquisition.	Up to Rs.2.50 Lakhs on each occasion subject to Rs.10 lakh per annum Up to Rs.1 lakh on each occasion subject to Rs. 2 lakh per annum	Director Executive Director	
47	Approval for entering into MOU including for deposit works such as widening/improvement of roads/bridges, Catchment Area Treatment works, bulk power supply lines, associated maintenance	Full Powers	Director	1. These powers shall be subject to requirement of the project/corporation, provision in cost estimates and availability of budget; format of agreement to be vetted by Law Division. 2. Deposit works will be

	works etc. including signing of deed/ agreement & related documents on behalf of Corporation.			executed through departments/ board/corporation/agencies of Central/State Govt./ Statutory/ Autonomous bodies
48	Payment of Statutory Central & State duties/ taxes/levies payable under relevant Act.	Full Powers	HOP not below the level of CE	Subject to prior financial consultation at appropriate level & contractual provisions.
