

URGENT

(Amendment No.1 for 2012)

Himachal Pradesh State Electricity Board Limited

(A State Govt. Undertaking)

OFFICE ORDER

Office Order No. 21 /HPSEBL/Seect/DOFP/2011

Dated:- 20-01-12

In partial modification of this office order endst. No. HPSEBL (Seect)/FT-II/321(DOFP)/2011-1845-1925 dated 4.4.2011, the Chairman-cum-Managing Director, HPSEB Ltd. is pleased to amend/ sub-delegate the Financial Powers to various authorities of the Board in the HPSEBL Revised Delegation of Financial Powers-2011 as per Annexures-I, II & III enclosed.

DE. (IT)
Dy. Dir. (IT/Imp.)
Asstt. Dir. (IT)
AAE/JE
St. Assst. I/II
Sharma
28/1/2012

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

No.HPSEBL (Seect) FT-2/321(DOFP)/2011-114201-401

Dated:- 20-1-2012

Copy alongwith **Annexures** is forwarded for information & necessary action to:-

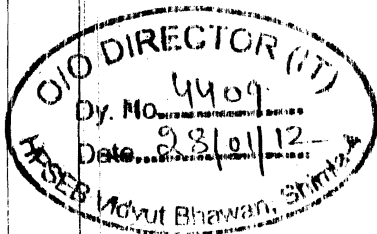
1. All the Board of Directors in HPSEB Ltd.
2. All the Chief Engineer in HPSEB Ltd.
3. All the Superintending Engineers in HPSEB Ltd. The Superintending Engineer (IT) is requested to upload the amended HPSEBL Revised DOFP-2011 on the Board's website.
4. The Land Acquisition Officers, HPSEBL, Shimla/Mandi.
5. The Chief Accounts Officer/ Chief Auditor, F&A Wing, HPSEBL, Shimla-4.
6. The Addl. Secretary-cum-Private secretary to the Chairman-cum-Managing Director, HPSEBL, Shimla-4.
7. All the Addl. Secretary/Deputy Secretary/Under Secretary in Board's Seect.
8. The Deputy Secretary (Law), New thistle Bank Building, Shimla-3.
9. All the Sr. Executive Engineers/Resident Engineers in HPSEB Ltd.,
10. The Dy. Directors (Pers.)/ (PR), HPSEBL, Shimla-4.
11. The PS to the Executive Director (Pers.), HPSEBL, Shimla-4.
12. The Librarian, HPSEBL, Shimla-4.

DA:- As above.

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[Signature]

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



H.P.STATE ELECTRICITY BOARD LIMITED REVISED DELEGATION OF FINANCIAL POWERS-2011 Sub Delegated by CMD HPSEB LTD

Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
1	ADMINISTRATIVE APPROVAL:				
Administrative approval and expenditure sanction subject to approval in Capex Plan by HPERC & Annual Plan by BOD					
i)	To accord administrative approval for works other than buildings	BODs	Full Power	Full Power	
		CMD	50 Crore	50 Crore	
		Directors (Op)/(Tech)/(Projects)	10 Crore	2 Crore	
		CEs(OP)/(SO)	2 Crore	20 lac	
		CEs (ES)/(Gen.)/(P&A)	3 Crore	50 lac	
		SEs	50 lac	2 lac	
		Sr.XENs/REs	5 lac	1 lac	
		AEEs/AEs	0.50 lac (only for service connection)	0.25 lac	
ii)	To accord Administrative approval in respect of minor works other than the construction of building for which no specific funding arrangement is tied, but are otherwise required to be executed in the exigencies of works subject to prior budgetary provisions.	Directors (OP) / (Tech)/(Projects)	Nil.	1 Crore per Zone/wing PA	The detailed estimate shall not exceed 15 lac in each case in respect of Operation wing and 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 over all limit of 1 Crore per wing per annum.
		CEs(Op)/(P&A)	Nil.	15 lac per case	
		CEs(ES)/(Gen.)	Nil.	30 lac per case	
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.	WTDs	Full Power	Full Power	
		CMD	2 Crore	2 Crore	
		Director	1 Crore	1 Crore	
		CEs (OP)/(SO)/(ES)/(Gen.)/(P&A)	50 lac	Nil	
		SEs	15 lac	Nil	
		Sr.XENs/REs	5 lac	Nil	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
iv)	To accord Administrative approval to estimates of expenditure in connection with existing buildings.	WTDs	Full Power	Full Power	Subject to the condition that budget is available & estimate is sanctioned by competent authority
		CMD	` 20 lac	` 10 lac	
		Director concerned	` 10 lac	` 5 lac	
		CEs (OP)/(ES)/(Gen)/(P&A)	` 5 lac	` 2 lac	
		SEs	` 2 lac	` 1 lac	
		Sr.XEN/REs	` 1 lac	` 0.50 lac	
v (a)	Administrative approval for special repair of trucks and other heavy machinery like earth mover, poklan, dozer, JCBs, EOT Crane at Power Houses, Tunnel boring machine etc. Carriage of Movable Assets, T&P and repair thereof	CMD	Full Power	Full Power	These powers shall only be exercised provided vehicles/heavy machinery can be plied safely and economically on the road to render useful services. The expenditure so incurred can be effectively recovered.
		Director Concerned	Up to ` 3 lac each case	Up to ` 3 lac each case	
		CEs (OP)/ (ES)/ (Gen)/(P&A)	` 2 lac at a time maximum ` 10 lac Per Annum	` 10 lac Per Annum	
		SEs	` 1 lac at a time subject to max ` 3 lac PA	` 3 lac PA	
		Sr.XEN/REs	` 0.25 lac at a time max. of ` 0.50 lac PA	` 0.25 lac at a time max. of ` 0.50 lac PA	
v (b)	All other Vehicles.	Director concerned	Full Power	Full Power	These powers shall only be exercised provided vehicle can be safely and economically plied on the road to render useful services. The expenditure so incurred can be effectively recovered.
		CEs(Op)/(ES)/(Gen)/(P&A)	` 0.50 lac at a time maximum ` 3 lac PA	` 0.50 lac in each case subject to max. ` 2 lac PA	
		SEs	` 0.25 lac at a time max ` 1 lac PA	` 1 lac PA	
		Sr.XENs	` 0.10 lac PA	` 0.10 lac PA	

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			Capital works	Revenue works	
1	2	3	4	5	6
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 maintainance of buildings).	CE (OP)/CE(SO)	1 lac at a time max. 10 lac PA	25 lac in each case as per TIE-IV & subject to availability of budget.	
		CEs(ES)/(Gen)	1 lac at a time max. 10 lac PA	1 Crore in each case as per TIE-IV & subject to availability of budget.	
		SEs	2 lac at a time max. 20 lac PA	2 lac in each case as per TIE-IV & subject to availability of budget with prior approval of CE concerned.	
		Sr.XEN/REs	5 lac PA	0.50 lac in each case as per TIE-IV & subject to availability of budget with prior approval of CE concerned.	
v(d)	Special repair of civil component of Power Houses i.e barrage / intake etc.	WTDs	Full Power	Full Power	Subject to the provision in CAPEX Plan and budgetary provsions.
		CMD	5 Crore	Nil.	
		Director (T)/(OP)	1 Crore	Nil.	
		CE (Gen)	25 lac PA	Nil.	Subject to the provision in CAPEX Plan and budgetary provsions and prior approval of Director concerned.
		SEs(Gen)	10 lac PA	Nil.	
		Sr.XEN/REs	5 lac PA	Nil.	
v(e)	Special repair of residential and non-residential complexes.	CEs	10 lac PA	5 lac PA	Subject to the Provision in CAPEX Plan and budgetary provsions further the estimate shall be approved by the Director concerned.
		SEs	5 lac PA	2 lac PA	
		Sr.XEN/REs	2 lac PA	1 lac PA	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
vi)	To convey Administrative Approval 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 Powers.	Nil.	
		SEs	10 lac in each case.	Nil.	
		Sr.XENs.	5 lac in each case.	Nil.	
		AEEs/AEs	0.5 lac in each case.	Nil.	
2	TECHNICAL SANCTION:				
i)	To accord technical sanction to detailed estimates for works including deposit works.	CE (OP)	3 Crore	Full Power strictly as per TIE-IV.	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(P) 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 .
		CEs (ES)/(Gen)/(P&A)/(SO)	5 Crore	Full Power strictly as per TIE-IV.	
		SEs	1 Crore	30 lac	
		Sr.XEN/REs	15 Lac	2 Lac	
		AEEs/AEs	0.50 lac for service connection	0.25 Lac	
ii) New	To accord Technical sanction to the detailed estimates for maintenance and special repair of works under Construction only.	CE	Full Power	Full Power	The expenditure shall be restricted to within 1% of the project cost.
		SEs	2.0 lac max.	Nil	
		Sr.XENs	0.50 lac max. subject to approval by SE concerned	Nil	
iii) New	To accord Technical sanction in respect of detailed estimates for survey preliminary to the preparation of scheme.	CE	5 lac.	Nil	Subject to the condition that the proposal/ scheme stands approved in principal by Whole Time Directors of HPSEB Ltd.
		SEs	2 lac.	Nil	
iv) New	To accord Technical sanction in respect of detailed estimates for purchase of vehicles under a Scheme or deposit work.	CEs	Full Power	Full Power	(i) 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 HPSEB Ltd. or vehicles are procured against replacement. (ii) 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 DGS&D rates.

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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 Powers.	Nil.	
		SEs	75 lac in each case.	Nil.	
		Sr.XENs.	15 lac in each case.	Nil.	
		AEEs/AEs	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	AGGREMENT:				
i)	Acceptance of lowest tender or award of works by negotiations.	BODs	Full Power	Full Power	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.
		WTDs level SPC	50 Crore	10 Crore	
		CMD	25 Crore	5 Crore	
		Directors(OP)/(Tech.)/(Projects)	10 Crore	2 Crore	
		CEs (OP)/(SO)	3 Crore	50 lac	
		CEs (ES)/(Gen.)/(P&A)	5 Crore	1 Crore	
		SEs	75 lac	10 lac	
		Sr. XEN/REs	10 lac	5 lac	
Above Powers are subject to following conditions:					
(i) There is properly technical sanctioned detailed estimate .					
(ii) If lowest tender is higher than 5% above the estimate/cost data rates, approval of next higher authorities should invariably be obtained.					
(iii) 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.					
(iv) In all cases where the value of tender is 100 lac or above, prior financial concurrence of F&A is mandatory. The financial concurrence case shall have to be decided within two weeks of submission of case to F&A Wing.					
ii)	Award of work without call of tenders in emergent case.	BODs	Full Power	Full Power	
		WTDs	1 Crore	50 lac	
		CMD	50 lac	20 lac	
		Directors(OP)/(Tech.)/(Projects)	20 lac	10 lac	
		CEs (OP)/(Gen.)/(ES)	3 lac	3 lac	
		SEs	0.20 lac.	0.20 lac.	
Note:- This power should be utilised 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.					

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			Capital works	Revenue works	
1	2	3	4	5	6
iii (a)	Award of works through work order for works and repairs.	Sr. XEN	0.50 lac at a time subject to maximum of 8 lac PA	0.25 lac at a time subject to maximum of 4 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 profiting by the contractor is guarded against. iv) The total quantity of work 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.
		REs	1.0 lac at a time subject to maximum of 8 lac PA	0.50 lac at a time subject to maximum of 4 lac PA	
		AEEs/AEs	0.10 lac at a time subject to maximum of 1 lac PA	0.05 lac at a time subject to maximum of 0.75 lac PA	
iii(b-i)	To accord sanction to extra items	CMD	Full powers on the recommendations of Director concerned.		These powers shall be used only after the prior approval of the next higher authority . -do-
		Director.	Upto 25% of the awarded amount of work.		
		CE	Upto 10% of the awarded amount of work.		
		SE	Upto 5% of the awarded amount of work.		
iii(b-ii)	To accord sanction to substitute items	CMD	Full powers on the recommendations of Director concerned.		Substitution shall be only for justified technical reasons.
		Director.	Upto 50% of the awarded cost of items of work which are being substituted.		
		CE	Upto 30% of the awarded cost of items of work which are being substituted.		
		SE	Upto 15% of the awarded cost of items of work which are being substituted.		
iii(b-iii)	To accord sanction to Deviation in quantities.	CMD	Full powers on the recommendations of Director concerned.		Deviation shall be only for justified technical reasons.
		Director.	Upto 30% of the awarded items of work.		
		CEs.	Upto 25% of the awarded items of work.		
		SEs.	Upto 10% of the awarded items of work.		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
iv) New	Award of work for getting repair from original manufacturers or their authorised 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 out side).	CEs	₹ 50 lac	₹ 50 lac	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.
		SEs	₹ 2 lac in each case max. ₹ 20 lac PA	₹ 0.50 lac in each case max. ₹ 5 lac PA	
		Sr.XEN/REs	₹ 0.50 lac in each case max ₹ 3 lac per annum	₹ 0.25 lac in each case Max. ₹ 1 lac per annum	
v) New	To sanction service charges for the Deputation of service Engineer of original equipment manufacturer or their authorised representative/ dealers of power house and sub stn. equipment for inspection and repair.	CEs	Full Power	Full Power	
		SEs	₹ 0.50 lac in each case subject to max. of ₹ 5 lac PA	₹ 0.25 lac in each case max. ₹ 3 lac PA	
		Sr.XEN/REs	₹ 0.25 lac in each case max ₹ 2 lac PA	₹ 0.10 lac in each case Max. ₹ 1 lac PA	
vi) New	To make advance payment for the deputation of above Service Engineer.	CEs (Gen)/(ES)/(OP)	20% of the Bill raised subject to Max ₹ 0.50 lac.	20% of the bill rasied subject to Max ₹ 0.50 lac.	
Note: The advance payment if required can be allowed by CE concerned after justification.					
vii) New	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	The expenditure needs to be charged to the estimate duly approved and sanctioned.
		SEs	₹ 0.50 lac in each case max. ₹ 5 lac PA	₹ 0.50 lac in each case max. ₹ 3 lac PA	
		Sr.XEN/REs	₹ 0.25 lac in each case max ₹ 2 lac PA	₹ 0.25 lac in each case max ₹ 2 lac PA	

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			Capital works	Revenue works	
1	2	3	4	5	6
4	PURCHASE:				
i)	To sanction purchase of material including equipment and T&P against RSL against the approved requirement .	BODs	Full Power	Full Power	Provided that RSL sanctioned for the year is not exceeded at any time by such purchase and material is used within six months of purchase.
		WTDs	` 50 Crore	` 25 Crore	
		CMD	` 25 Crore	` 15 Crore	
		Directors(OP)/ (Technical)/ (Projects)	` 5 Crore	` 1 Crore	
		CEs(OP)	` 2 lac at a time subject to max.of ` 15 lac per annum	` 10 lac per annum	Provided that Reserve Stock Limit is not exceeded with this purchase and material is actually used within six months of purchase.
		SEs	` 0.50 lac at a time subject to max. ` 2 lac PA	` 1 lac PA	Subject to Reserve Stock Limit not being exceeded with this purchase and material is actually used within six months of purchase.
ii (a)	Purchase on rate contract of the CCS/HP Govt. Deptt/PSU/Other Subsidiary of HP Govt.	CEs (OP)/(ES)/(Gen)/ (P&A)	Full Power	Full Power	i) 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. ii) The tyres & tubes can be procured from HP Agro Industries Corporation on single quotation or Rate Contract or DGS&D rates.
		SEs	` 2 lac per item subject to the max. ` 15 lac PA	` 2 lac per item subject to the max. ` 15 lac PA	
		Sr.XEN/REs,	` 0.20 lac per item subject to the max. ` 1 lac PA	` 0.20 lac per item subject to the max. ` 1 lac PA	
ii (b)	Purchase of Tyres & tubes from Certified authorised Dealers only through call of Quotations.	CEs	Nil.	` 1 lac per case, max. ` 10 lac PA	Minimum of three quotations from certified authorised 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.
		SEs	Nil.	₹ 0.50 lac per case subject to max. ` 2 lac PA	
		Sr.XEN/REs,	Nil.	` 0.20 lac per case subject to max. ` 1 lac per annum	

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			Capital works	Revenue works	
1	2	3	4	5	6
iii)	Purchase on DGS&D Rate contract.	CEs (OP)/(S0)/(ES)/(Gen.)/(P&A)	Full Power	Full Power	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.
		SEs	` 2 lac per Division PA	` 2 lac per Division PA	
		Sr.XEN/REs	` 2 lac per annum	` 0.50 lac per item subject to the max.` 2 lac PA	
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, IISCO and Rashtriya Ispat with the approval of concerned Director.	CEs	Full Power with approval from concerned Director.	Nil.	Subject to budgetary provisions and sanction of the estimates.
		SEs	` 5 lac per annum with approval of the Chief Engineer concerned.	Nil.	
v)	Purchase through quotations/ tenders for stock and works. Including , T&P.	CEs (OP)/ (P&A)/(SO)	` 2 lac at a time subject to a max. limit of ` 50 lac per Circle PA	` 2 lac at a time subject to a max. limit of ` 30 lac per Circle 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 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 ₹ 1000/- per item can be purchased without calling quotations.
		CE (ES).	` 2 lac at a time subject to a max. limit of ` 100 lac per Circle PA	` 2 lac at a time subject to max. limit of ` 50 lac per Circle PA	
		CE (Gen).	` 2 lac at a time subject to a max. limit of Rs. 100 lac per Circle PA	` 2 lac at a time subject to max. limit of ` 50 lac per circle PA.	
		SEs	` 1 lac at a time with ceiling of ` 5 lac per Division PA	` 0.50 lac at a time with ceiling of ` 2 lac per Division PA	
		SEs (ES)	` 1 lac at a time with ceiling of ` 5 lac per Division PA	` 0.50 lac at a time with ceiling of ` 3 lac per Division PA	
		SEs (Gen.)	` 1 lac at a time with ceiling of ` 5 lac per Division PA	` 0.50 lac at a time with ceiling of ` 5 lac per Division PA	
		Sr.XEN/REs	` 0.30 lac at a time with ceiling of ` 3 lac PA	` 0.20 lac at a time with ceiling of ` 2 lac PA	
		AEEs/AEs	` 0.10 lac subject to max. ` 0.50 lac PA	` 0.05 lac subject to max. ` 0.25 lac PA	
		JEs	` 1000/- subject to max. 0.30 lac PA	` 1000/- subject to max. ` 0.10 Lac PA	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
v) (a)	Purchase through quotations/ tenders for stock and works. Including , T&P 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.	` 5 lac per item with a ceiling of ` 30 lac per Circle 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 ` 1000/- per item can be purchased without calling quotations.
		SEs	` 1 lac per item with a ceiling of ` 5 lac per Division PA	Nil.	
		Sr.XEN/REs	` 0.50 lac per item with a ceiling of ` 2 lac PA	Nil.	
		AEEs/AEs	` 0.10 lac subject to max. of ` 0.20 lac PA	Nil.	
		AAEs/JEs	` 1500/- subject to max. of ` 0.05 lac PA	Nil.	
vi) New	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.	SPC	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 CMD.
vii) New	To undertake pilot project in the area of functioning of HPSEBL	BODs	Full Power	Nil.	Subject to the condition that concept is approved and tangible benefits can be listed.
		WTDs	` 1 Crore.	Nil.	
		Director	` 30 lac with the approval of WTDs	Nil.	
		CEs	` 10 lac with the approval of WTDs	Nil.	
viii)	a) P.O.L., in respect of Board's vehicles attached with various Officers of the HPSEBL.	CMD/Directors	No fixed limit (Subject to the limit of 75 Ltrs. Per month for local journey as per Govt. orders).		The exercise of this power shall be subject to norms and amendment effected by HPSEB Ltd from time to time.
		CEs/SEs/Sr. XENs/REs and other officers with attached vehicles.	As per office order No. 96 dated 5-03-2008, endst. Vide No. HPSEB(Sect)/FT-II/391/2008-118425-625 dated 5.3.2008.		The exercise of this power shall be subject to norms and amendment effected by HPSEB Ltd from time to time.
	b) P.O.L. for all other vehicles (Light/Heavy) other than attached Vehicles.	DDOs	Full Powers (As per actual requirements)		

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			Capital works	Revenue works	
1	2	3	4	5	6
ix) New	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 Power	
x) New	Purchase of Transformer oil from Govt Agency in case of emergency subject to approval of competent authority.	CEs		Full Power	Subject to the approval of the competent authority and NOC from CE(MM) is taken.
xi)	Proprietary articles from original manufacturers or their authorised dealer for use on works (subject to the condition that purchases are made against the sanctioned estimates/works & availability of Budget).	CEs	Full Power	Full Power	
		SEs	₹ 1 lac subject to max. of ₹ 10 lac PA	₹ 1 lac subject to max. ₹ 5 lac PA	
		Sr.XEN	₹ 0.25 lac subject to max. of ₹ 2 lac PA	₹ 0.25 lac subject to max. ₹ 1 lac Per PA	
		REs	₹ 0.50 lac subject to max.of ₹ 3 lac PA	₹ 0.50 lac subject to max. ₹ 2 lac Per 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 etc.and all items which are beyond the scope of Central Purchase.	WTDs	Full Power	Full Power	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 (i) SE concerned (ii) Sr. EE (Works)/Sr. EE (Design) and representative of F&A Wing not below the rank of AAO
		CMD	₹ 25 Crore	₹ 15 Crore	
		Director (Tech)	₹ 2 Crore PA	₹ 2 Crore PA	
		Director (OP)	₹ 2 Crore PA	₹ 2 Crore PA	
		CEs (OP)	₹ 25 lac at a time subject to ₹ 2 Crore PA	₹ 5 lac at a time subject to max. ₹ 100 lac PA	
		CEs(ES) & (Gen)	₹ 50 lac at a time subject to ₹ 3 Crore PA	₹ 25 lac at a time subject to max. ₹ 2 Crore PA	
		SE Elect (Design).	₹ 20 lac at a time subject to ₹ 1 Crore PA	₹ 10 lac at a time subject to max. ₹ 50 lac PA	
		SEs (Gen.)	₹ 20 lac at a time subject to ₹ 50 lac PA	₹ 10 lac at a time subject to max. ₹ 30 lac PA	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
xiii)	To incur expenditure on repair of vehicles including purchase of spare parts for all types of vehicles other than Tyers and Tubes.	CEs	-	` 0.75 lac at a time subject to max. of ` 10 lac PA (` 0.75 lac for heavy vehicle and ` 0.40 lac for light vehicles)	For Common pool Vehicles at Headquarter the power for the maintenance of vehicle shall be vested as under: Sr. E E (Maintenance Division) ` 0.25 lac Per Vehicle per annum For any expenditure exceeding ` 0.25 lac approval of Director (Per) through ED (Per) shall be obtained. The repair of Light Vehicles shall be preferably got done from the authorised dealer of the vehicle.
		SEs	-	` 0.50 lac at a time subject to max. of ` 5 lac PA(` 0.50 lac for HV and ` 0.30 lac for LV)	
		Sr.XENs	-	` 0.25 lac Per vehicle subject to max. of ` 1 lac PA	
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		i) All these powers would be limited to the maximum of the deposit received from the consumer. ii) The Street Light Agreement shall be for providing the material by the consumer. In case the agreement entered into is otherwise, during the renewal of agreement with consumer he should be encouraged to supply the material for the replacement.
		SEs(Op.)	` 0.50 lac /-subject to max. of ` 3 lac PA		
		Sr. XENs(Op)	` 0.30 lac subject to max. of ` 2 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	` 5 lac at a time subject to max. of ` 50 lac PA.	Nil.	
		Ses	` 3 lac at a time subject to max. of ` 10 lac PA.	Nil.	
		Sr. XENs	` 0.20 lac at a time subject to max. of ` 5 lac PA.		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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		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.
		Committee of CE concerned and CAO	Nil.	1 lac in each case	
		Committee at SE level with Dy CAO	Nil.	0.50 lac in each case	
ii)	To write off loss of stock due to depreciation of serviceable stock (i.e book losses only as opposed to actual losses)	CE (OP)/CE(ES)/CE(Gen)/CE(Proj)/CE(SO)	1 lac at a time.	1 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)/ (ES)/ (Gen)/(P&A)/(SO)	1 lac at a time.		
		SEs	0.50 lac at a time.		
		Sr.XEN	0.10 lac PA		
iv)	To write off actual losses of stock & T&P articles due to shortage, breakage of various equipment/accessories	CEs	Full Power		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.
		SEs	0.50 lac		
		Sr.XEN/REs	0.10 lac		
v)	To sanction write off of books rendered lost/torn /unserviceable in their own and subordinate offices, if any.	WTDs	Full Power		
		CMD	5 lac		
		Directors(OP)/ (Technical)/ (Projects)	2 lac PA		
		CEs (OP)/ (SO)	0.20 lac PA		
		CE (ES)	0.40 lac PA		
		CE (Gen)	0.40 lac PA		
		CE (P&A)	0.40 lac PA		
		SEs	0.10 lac PA		
		Sr.XENs/REs	0.05 lac PA		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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 SEs Sr. XENS/REs.	Full Powers shall be exercised by all the authorities concerned for the material insured within their power of purchase.		Insurance should be got done through the nationalized companies only at their authorized rates. The insurance shall be as per the HPSEB Ltd. policy.
ii)	To sanction the payment of insurance charges for equipment in other cases.	Sr. XENS/REs	-do-	-do-	
iii)	To sanction the payment of insurance charges for vehicles (third party insurance)	Sr. XENS/REs	-do-	-do-	
iv)	To sanction the payment of insurance charges for asset insured in connection with drawal of loans.	CAO	Full Powers		
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.	CE's	Full Power		Subject to the condition that Reserve Stock limit is not exceeded and provision of material in the estimate is not exceeded.
		SE's	` 2.0 lac per annum.		
		XENS	` 0.15 lac at a time subject to max. ` 1.0 lac		
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	` 2 lac		
vi)	To sanction Manufacturing estimate	SEs	Full Power		
		XEN/REs	` 5 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	` 0.50 lac		
		Sr.XEN/REs	` 0.20 lac		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
viii)	To sanction sale of articles on stock accounts for value plus usual charges of 10%.	CEs	Full Power		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).
		SEs	` 2 lac		
		Sr.XEN/REs	` 20 lac.		
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)	SPC/WTDs	Full Power		With sub committee of Director concerned and Director Finance. CE Concerned with CAO SE with representative of F&A Wing not below the rank of AO Sr. EE with representative of F&A Wing not below the rank of AAO
		Directors (OP)/ (Tech)/ (Projects)	` 2 Crore per lot		
		CEs (OP)/(ES)/ (Gen)/(P&A)	` 5 lac unit price and Lot Price ` 25 lac		
		SEs	` 2 lac unit price and Lot Price ` 10 lac.		
		Sr. XEN	` 0.25 lac at a time		
ix (b)	To condemn the stores and T&P declared surplus/un-serviceable or obsolete and fix the reserve price.	Circle level condemnation committee	Full Power		If rates variation with reference to reserve price exceeds ` 2.00 lac, retendering shall be done. Subject to the conditions: i) Reserve price is fixed upto 20% below the book value of such stores or market value, which ever 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. EE concerned & representative from F&A wing not below the rank of AO will constitute as the committee.

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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 remained idle for less than six months but theft of energy is apprehended.	CEs	Full Power		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..
		SEs	` 5 lac		
		Sr.XENs	` 1 lac		
		AEEs/AEs	` 0.10 lac.		
xii)	To sanction the dismantlement of services connections, sub mains, main transmission line and other equipment installed by the HPSEBLtd.	CEs	Full power		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.
		SEs	` 5 lac		
		Sr. XENs	` 1 lac		
xiii)	To waive off recovery charges on account of forfeited discount or surcharge levied on bill for electricity.	WTDs	Full Power		Provided that the forfeited discount or the levy of the surcharge is not due to the fault of consumer.
		CMD	` 0.50 lac in each case		
		Director(OP)	` 5000/- in each case		
		CEs (OP)	` 2000/- in each individual case.		
		SEs(Op)	` 1000/- in each individual case.		
		Sr.XENs(Op)	` 500/- in each individual case.		
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		Provided that the amount has been declared irrecoverable and could not be recovered for last 5 years.
		WTDs	` 5 lac in each case		
		Director(Op)	` 0.50 lac		
xv)	To write off the irrecoverable amount of PLA.	WTDs	Full Power		Provided that the amount has been outstanding for more than 5 years and is further declared as irrecoverable.
		CEs/ED(P)/CAO	` 2000/- in each individual case.		
		SEs	` 1000/- in each case		
		Sr.XENs/REs	` 500/- in each case		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
xvi(a)	To sanction refund not otherwise provided for.	All disbursing Officers	` 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 ` 1000/- and for refund exceeding ` 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.	CEs	` 15000/- in each case		
		SEs	` 10000/- in each case		
		Sr.XENs	` 2000/- 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		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 work is on account of reduced rate of dismantled or old material.
		Sr.XENs/REs	` 5000/- in each case		
xviii)	To make advance payment to the Govt, Semi Govt Deptt. and other autonomous Bodies who are asked to do specialised job 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 fees as per environmental act for water and air to Pollution Control Board.	SEs/REs	Full Power		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
xx)	To allow payment against despatch documents to the reputed firms for the following items only 1 Steel 2 Cement 3 Tyerss & Tubes 4. Items on DGS&D 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)					
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 Officer.	₹ 10 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	` 1000/-		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.	CE (OP)	Upto the limit of ` 20 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.
		CE (ES)	Upto the limit of ` 30 lac in each case.		
		CE (Gen)	Upto the limit of ` 30 lac in each case.		
		CE (Project)	Upto the limit of ` 30 lac in each case.		
		SEs	Upto the limit of ` 5 lac in each case		
		XEN/REs	Upto the limit of ` 0.50 lac in each case.		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
iv)	To sanction payment of compensation on account of damage caused to crops and any other property.	CEs SEs XEN	Full Power ` 0.50 lac. ` 5,000/-		The rates shall be as approved by the Revenue Authority/Horticulture Deptt. subject to the condition that the payment is made as per instruction issued vide circular No.HPSEB (SECTT) LAO-43-73340-640 dated 21-1-1978
v)	To sanction lease of canteen attached to the building of the HPSEBL.	CEs /ED(P)(HQ) SEs	Full Power 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/ SEs	Full Power Full Power		In case where the value of property given as security does not exceed ` .10000/- In case where the value of property given as security does not exceed ` .5000/-
X)	To sanction payments on account of consent to establish/operate & renewal thereof all the Hydro Electric Projects 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.	CEs (Gen.)/(Op)	Full Power		
8	POWER TO SANCTION EXPENDITURE ON MISC. WORKING EXPENSES:				
A.	RECURRING MISC. WORKING EXPENSES :				
i)	To sanction misc.working expenditure of recurring nature not otherwise provided for in the rules.	CEs /ED/CAO AO (Adm) SEs Sr.XEN/RE's	` 0.50 lac PA ` 0.10 lac PA ` 0.15 lac PA ` 0.05 lac PA		Token Tax, insurance abbreviated addresses, hiring of furniture (provided furniture is approved within norms).

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
ii)	To sanction installation of new telephone	WTDs	Full Power		Need based for the offices/Sub-Stations/Grid Stations.
		CE	Full Power		
iii)	To convey expenditure sanction to the estimates for providing intercoms/EPABX/Photo copier/Fax Machines	CEs /ED/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		
v)	To sanction payment of examination fee on account of holding deperartmental Examination of Engineers/Officers.	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 CMD
vii (a)	Power to accord approval/ sanction for AMC of Computer and peripherals of his office and other subordinate offices.	CE's	Full Power		Subject to observance of all codal formalities
		SE's	` 2 lac per annum		
vii (b) New.	To enter in to any AMC for the Mtc. Of certain equipment like Cable Fault Locating Van, LIPI Printers etc.	CE's	Full Power		Subject to observance of all codal formalities
		SE's	` 0.50 lac at a time subject to ` 2 lac PA		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
viii	Powers to sanction outsourcing 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 authorised Computer training Centres.	CMD Directors CEs SEs		Full Power ` 10 lac in each case. ` 5 lac in each case subject to max. ` 30.0 lac PA ` 1 lac in each case subject to max. ` 5.0 lac PA	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 authorised security agencies. iii) The engagement of Maintenance Gang & O&M of Sub-stations shall be outsourced only with the approval of CMD wherever required. 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 of 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. AO(Admn), F&A Wing SEs Sr.XENs/RES,		Upto ` 1 lac for any one item. ` 0.05 lac for any one item. ` 0.10 lac any time max. ` 1 lac PA Upto ` 0.05 lac any one time max ` 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 authorised to accord sanction in effecting the such purchases upto ₹.3000/- only at a time and the Sr. Xens /REs are authorized to accord sanction up to ₹. 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. (f) Electric Goods . 3: The power will be exercised only if order is to be placed at the lowest rates and

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
ii)	To purchase article material relating to hot & cold weather arrangement /i.e. purchase of charcoal, coal, fire wood glass tumbler etc.	CEs /ED(P)/ Company Secy./CAO	Full Powers subject to the yardstick for the purpose.		Note:- These powers should be exercised subject to the yardstick/norms.
		SEs	----do---		
		Sr.XENs/REs	----do---		
		AO (Adm.) (F&A Wing)	` 0.25 lac for any one time yardstick for the purpose.		
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 representatives. Boarding lodging and entertainment charges of dignitary's representatives treated as Company's guest.	WTDs		Full Power	
		CMD		` 5000 at a time.	
		Directors		` 1500 at a time.	
		ED/Company Secy.		` 0.25 lac PA	
		CEs/CAO/ Chief Auditor		` 0.10 lac PA	
		SEs/Dy. CAO/ Dy.Chief Auditor/ Addl. Secy.		` 0.05 lac PA	
		Dy.Secy/Sr.XENs/ REs		` 2500/- PA	
		P.R.O.		` 1000/- at a time max. 10000/- PA	
iv)	To incur expenditure on entertainment and refreshment charges of HPSEBL Guest visiting in connection with official business of the HPSEB Ltd.	CMD		Full Power	
		Concerned Director of the Board Ltd.		Up to ` 0.50 lac at a time subject to max ` 2 lac PA	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
v)	To incur expenditure on Boarding & lodging and Transportation of HPSEBL's Guests.	WTDs		Full Power	Subject of the norms approved by the HPSEBL.
vi)	To sanction expenditure on service postage stamps.	Head Of Office		Full Powers.	
vii)	To sanction Purchase of Revenue stamps.	Sr. XEN/REs.		Full Powers.	
		AEEs/AEs		` 5000/- at a time.	
		DS/US(Genl.)		` 1000/- at a time.	
viii)	To sanction Purchase of periodical and news papers required for office use as per approved norms/ authorisation.	CEs /ED(P)/CAO/ SEs		Full Powers	As per the entitlement fixed by the Board vide order No.HPSEB(Sectt)94445-645 dated 3.1.2000
		Sr.XENs/REs/ AEEs/AEs		Any one News paper may be purchased in Divisions /Sub-Divisions.	
ix)	To incur expenditure on the repair of duplicator, fax. Photo copier, and other offices equipments and also to enter in to annual rate contract comprehensive maintenance contract.	CEs /CAO/ED(P)		Full Power	
		SEs		` 0.75 lac PA	
		Head Of Office/DDO		Upto ` 1000 /-Per machine	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
9	OTHER SPECIAL POWERS:				
i)	To sanction local purchase of medicines etc in case of serious illness/injuries.	CEs /ED(Pers.)		Up to ` 0.10 lac in each case	Provided that the medicines are such are either not usually supplied by the medical stores /Depot or are not available in local hospital/ dispensary at the time of local purchase. Porvided it is certified that the amount had become payable due to unavoidable circumstances.
		SEs		` 0.05 lac in each case	
		XENs/REs		Up to ` 1000/- in each case	
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		` 10000/- in each case	
		XENs/REs		` 5000/- in each case	
iii)	To sanction purchase of office furniture:-	CEs /CAO		Full Power (for office subordinates to them)	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 authorised to accord sanction effecting such purchase up to ` 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 exists there in the scheme and shall also subject to approval of concerned Director.
	1. From the open market.	ED (P)		Full Power (for Head office)	
		SEs		` 50,000 /- per annum.	
		XEN/REs		` 5,000/- for one time for each office.	
	2. Against rate contract.	CEs /CAO		Full Power (for office subordinates to them and their own offices.)	
		ED (P)		Full Power (for Head office)	
		SEs		Full Power (for His office)	
Sr. XEN/REs			` 0.05 lac for one time for each office		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
iv)	To sanction renting of buildings and land hired for offices and stores accommodation.	WTDs CEs SE ED(P) Sr. XEN/REs	Full Power ` 0.20 lac per month in each case for offices subordinate to them and their own offices. ` 0.10 lac per month in each case for offices subordinate to them and their own offices. ` 0.20 lac PM (in each case for head office) ` 5,000/-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 according 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 assesment, 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 connection with civil suits, writ petitions arbitration proceedings, appeals or any other legal proceedings instituted/defended.	WTDs CEs/E.D./CAO. S.E.s		Full Power ` 1 lac in each case. ` 0.20 lac in each case.	
vi)	To engage and sanction the payment of counsel fee in connection with the civil suits, instituted/defended with the sanction of Head of Deptt.	WTDs CEs/ED(P) SEs Sr.XEN/REs		Full Power ` 0.25 lac in each case ` 10,000/-in each case ` 5,000/-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. ` 0.50 lac in each case in respect of the court cases contested by CE (Comm) and Chief Engineer(SO) with the approval of Dicector concerned.

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
vii)	To sanction purchase of stationery for the requirement of offices of the HPSEBL in bulk and otherwise.	SPC CEs ED(P)/CAO SEs AO(Adm)(F&A wing) Sr.XENs/REs AEEs/AEs		Full Power ` 0.25 lac for office subordinates to them and their own offices.Subject to maximum of ` 3 lac per annum (For their offices and offices subordinates to them.) ` 0.25 lac in each case subject to maximum of ` 2 lac PA ` 0.10 lac in each case subject to maximum of ` 2 lac PA ` 0.50 lac PA ` 3000/- in each case subject to maximum of ` 0.50 lac PA ` 0.15 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 CE(MM) for procurement .
viii)	To sanction local purchase of tracing paper/tracing cloth and AZO Ammonia paper, Diazo paper, Photo copying paper and Chemical used for the above, consumbale items for computer, SBMs, Fax, Photostate, Cyclostlying machine, Toner.	CEs/ED (P)/CAO SEs XENs/REs		Full Power for their office and their subordinate offices on approved rates. ` 6000/- in each case max. of ` 0.50 lac per annum on approved rates. ` 6000/- in each case max. of ` 0.25 lac per annum on approved rates.	
ix)	To sanction purchase of cloth items of uniform for summer and winter for entitled employees according to the norms fixed by the HPSEBL.	SPC CEs/ED(P)/CAO Head of Offices		Full Powers. Full Power (For Head Office) Full Power (for their own offices and offices subordinate to them)	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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)		` 0.10 lac in each case subject to annual limit of 0.50 lac.	
		SEs		` 0.20 lac.	
		Sr.XENs/REs		`1000/- in each case subject to annual limit of `5000/-	
xi)	To sanction payment of membership fee to Research Institutions/ Organization.	Director(Fin.)		Full Power	
		CEs/CAO/ED(P)		` 0.25 lac in each case	
xii (a)	To sanction expenditure on account of printing at private press	SPC		Full Powers.	Provided that the work is given to private press after inviting quotations
		CEs/CAO/ED(P)		` 0.50 lac in each case.	
		SEs		` 0.10 lac in each case	
		Sr.XENs/REs/ DS/US (GE)		` 1000/- in each case	
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(Consumer cash receipt Book) 4. CA-54 (Consumer bill receipt book)	CEs (Op) South/ North/Central Zone	Full Power		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

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
xii (c)	To sanction expenditure on printing and binding of 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 HPSEBL.
xiii)	To sanction expenditure on book binding through local agencies.	CEs/ED(P)/ CAO	Full Power		Provided work is awarded after calling quotations/tender.
		AO (Admn.) F&A Wing	` 2000/- in each case subject to maximum of ` 0.20 lac PA		
		SEs.	` 2000/- in each case subject to maximum of ` 0.20 lac PA		
		Sr.XENs/REs/DS /US (GE)	` 1000/- in each case subject to maximum of ` 0.10 lac PA		
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 Calculator for themselves and offices subordinates to them	CEs/ED(P)/ CAO	Full Power		Provided that the purchase are made according to norms fixed for each office as per the yardstick approved by the HPSEBL
xv (b)	To sanction purchase of , Computer, Laptops, Scanner, Printer/Laserjet/ Designjet, Firewall, other peripherals like RAM, HDD, Pen Drive, Portable HDD, Software of Windows latest , Antivirus, Antispam, other software for routine works in the offices	CEs/ED (P)/CAO	Full Power	Full Power	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 of funds/ budget provisions and norms fixed for office automation. The purchase of Computer, laptops shall be made only on Govt. approved rates of from H.P. State Electronics Corporation.
		SEs	` 2 lac PA	` 1 lac PA	
		Sr XENs/REs	` 0.20 lac PA	` 0.05 lac PA	
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

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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 HPSEBL store.	Disbursing Officer/ DS /US(Genl.)	Full Power		Subject to budget provision
xx)	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
xxi)	Purchase of Computer stationary like Bills, Ledger article including Peripherals like Ribbons,Printer Tonner i/c Refilling of Printer Tonner etc.	CEs	` 10 lac per circle PA		Subject to call of Quotations, NAC from CE (MM).
		SEs	` 0.50 lac at a time & ` 2 lac per Division PA.		
		SrXENs	` 0.10 lac at a time & max. ` 0.50 lac PA		
		AEs	` 2500 at a time & max. ` 10,000/- PA		
xxii)	To Purchase Softwares like Windows latest verion, Technical Softwares, Firewall, other Customized software for office automation of day to day working.	CE(SO)	Full Power		Subject to the approval of Director (Finance) and CMD.
		SE(IT)	` 20 lac PA		
xxiii)	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.	` 1 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.

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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 will be obtained.
ii)	To allow advance payment of compensation due under Indian Workmen Compensation Act in case of fatal accident	Sr.XENs/RES	-	Upto ` 0.20 lac in each case	Provided that the death prima facie occurred 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 the employees of the HPSEBL	CE's/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 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 HPSEB Ltd.	CEs	-	Full power .	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.
		SEs	-	` 0.20 lac in each case.	
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 .	Subject to the condition that : 1. Chief Electrical Inspector will satisfy 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 advice of legal advisor be obtained before sanctioning compensation if required. 4. The case beyond the limit of ` 10,000/- will be sent for approval of the HPSEBL.
		SEs	-	` 0.20 lac.	

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
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(Pers.)	-	Full Power	These power are to be exercised after the funds for the purpose are earmarked by CAO.
b)	For release of installments and instalments and earmarking of funds	DS/US(GE)	-	Full Power	Subject to the availability of funds.
c)	For purchase of conveyance i.e. Motor Car/Cycles/Scooter	Head of Deptt.	-	Full Power	Subject to the availability of funds.
d)	For purchase of bicycles	Head of Office	-	Full Power	Subject to the availability of funds.
f)	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		
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: 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.	Director (F&A)	Full Powers.	-	Note: Provided engagement of consultants is approved by the WTDs.
		CE(Comm.)	0.50 lac in each case.		

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Sr. No.	Name of power	Authority to whom delegated	Extent of Powers.		Remarks
			Capital works	Revenue works	
1	2	3	4	5	6
ii)	Expenses to be incurred by HPSEB Ltd. for the HPERC works: a) All fee as prescribed in conduct of business regulations. b) Engagement of Consultants/ Lawyers in connection with Regulatory affairs/petition/Opinion etc. in HPERC Courts/High Court/Appellate Tribunal/ Supreme Court. c) All expenditure on account of documentation of Regulatory affairs including binding/Photo-copying Petitions/typing cost of Judicial papers & attestation charges etc.	WTDs	Full Powers.		
		CE(Comm.)	` 0.50 lac in each case.		
		SE (SERC & Tariff)	` 0.10 lac in each case.		