



AJMER VIDYUT VITRAN NIGAM LIMITED
OLD POWER HOUSE, HATHI BHATA, AJMER.

Revised Delegation of Powers to the Officers of the Nigam (General)
(Effective from)

Note: Estimate should be framed at prevailing rates. Where Schedule rates are adopted, a suitable adjustment should be made to bring them in line with prevailing market rates.

SECTION – I
(Works & Estimates)

- Notes:** (1) The term 'works' includes deposit works and contribution works.
- (2) The work should be carried out by the Unit Officers only after Administrative Approval has been accorded and Technical Estimates sanctioned.
- (3) Before commencement of works WIM Nos. shall be obtained from respective Circle Accounts Officer subject to specific Budget Provisions, who before allotting WIM Nos. shall ensure that specific Budget Provision exists and in respect of deposit and contribution works requisite deposit has been received.
- (4) These estimates shall include Civil Works other than Administrative & Residential Buildings, Compound Walls, Roads etc.
- (5) All the powers will be exercised with concurrence of respective accounts authority except for expenditure upto the value of the Rs. 5000/-.
- (6) The powers which are common to E&M and Civil Wing will be exercised by both.

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
1(a)	To accord technical sanction to the detailed original, revised or supplementary estimates subject to the condition that fresh administrative approval is sought if the detailed, revised or supplementary estimates exceed by 10% of overall estimate or in case of substantial modification from the original proposals of the approved scheme.	1. CE / ZCE / Dy.CE 2. SE 3. XEN 4. AEN	1. Full Powers. 2. Upto Rs.10 lac. Note: - Full powers in respect of 11 KV, LT and Allied Works. 3. Upto Rs.6 lac in case of estimates prepared on standard designs and upto Rs.1 lac in case of other works. 4. Upto Rs.1 lac. Note:- (1) Full powers to AEn (O&M) for technical sanction of estimates of all categories of connections upto 25 KW load which do not involve augmentation of HT line or providing of new transformer. (2) Full powers for PHED connections upto 11 kV with no financial limits.	
Note: 1. In case of difference of opinion whether modification is substantial modification or not, the same shall be decided by concerned Chief Engineer/Dy. Chief Engineer whose decision shall be final. 2. Technical sanction is not necessary in cases of procurement of material by MM Wing.				
2(a)	To accord administrative approval for all 11 KV and LT works, augmentation works of 11 KV and LT & Service connections works.	1. CE / ZCE / Dy.CE 2. SE	Full Powers. Upto Rs.5 lac. Note:- Full powers for Deposit / FRP Works upto 11KV supply.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		3. XEN	Upto Rs.2 lac.	
		4. AEN	Upto Rs.15,000/-.	
2(b)	To accord administrative approval for capital expenditure on works of 33 KV includes augmentation of Sub-Stations and Sub-Transmission Lines including mains and sub-mains (works of 33KV).	1. Managing Director 2. CE / Dy. CE – PP&M Wing	Full Powers Upto Rs.100 lac.	
2 (c)	To accord administrative approval for works normally not included in Annual Plan e.g. creation of modifications of service lines of the consumers, shifting of service lines etc.	ZCE S.E. XEN	Upto Rs.20 lac. Upto Rs.10 lac. Upto Rs.1 lac.	
3.	To accord sanction for ordinary repair and maintenance including minor Civil Works.	1. CE / ZCE / Dy. CE 2. S.E. 3. XEN 4. AEN	Full Powers Full Powers Upto a limit of Budget allotment. Upto a limit of Budget allotment.	
4.	To sanction estimates technically within the limits of budget allotment for maintenance works during construction chargeable to the project estimates.	1. CE / ZCE / Dy.CE 2. S.E. 3. XEN	Full Powers Upto Rs.25,000/- Upto Rs.10,000/-	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
5.	To sanction estimates for special repairs excluding Civil Works.	1. CE / ZCE / Dy.CE 2. S.E.	Full Powers Upto Rs.1.25 lac repairs to be got done and services of the specialist to be obtained from the manufacturer / principal / sole distributors of the manufacturer after obtaining price quotations and verifying the reasonability of the rates charged in the said estimates subject to CE / ZCE / Dy.CE's prior approval if such repairs involve alterations of design of works of 33KV lines / Sub-Stations.	
6.	To authorize commencement of emergent repairs in anticipation of sanction to estimate & allotment of Budget.	1. CE / ZCE / Dy.CE 2. S.E.	Full Powers Full powers provided that in such cases an approximate sum is fixed to the expenditure of which sanction is provisionally given and the XEN held responsible for submission of detailed estimate at earliest possible date and subject to the condition that the budget allotment for same works is asked for immediately.	
7	To pass excess over sanctioned estimate	W.T.Ms	Excess over 10% of cost in	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2. of works sanctioned by themselves or by higher authorities.	3. 2. CE/A.C.E 3. Dy. C.E 4. S.E 5 XEn...	4. technical estimates, sanctioned by CE/ACE/DY. CE/Zone Incharge. Upto 10% over the cost in technical estimates Upto 10% over the cost in technical estimates Upto 10% of the cost over the technical estimate sanctioned by him. Upto 10% over the technical estimates sanctioned by him.	5.
7a	To pass excess over 'G' schedule value of works for material as well as labour part (including premium) sanctioned by themselves or by higher authorities.	1. Managing Director 2. CE / ZCE / Dy.CE 3. SE / XEN	Full Powers. Upto 100% of the original quantity of each item subject to 20% excess of the ordered amount of works in respect of tenders sanctioned by him or higher committee. Upto 50% of the original quantity of each items subject to 20% of the ordered amount of works in respect of tenders sanctioned by him. In case the above limit exceeds, the power will be exercised by the next higher authority adjudging the prevalent tender premium site and market condition.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note:1.If the cost of the work according to the revised 'G' Schedule exceeds the limit of their powers for according sanction, the estimate should be submitted to the next higher authority for sanction. The original cost plus the above excess should not exceed the powers delegated to the concerned officer.</p> <p>2.No officer is competent to pass any excess over a revised estimate sanctioned by an authority higher than himself.</p> <p>3.The next higher authority shall have full power in respect of contract sanctioned by its lower authority provided such excess does not exceed technical estimate.</p> <p>4.If the cost of the work according to revised estimates exceed the limit of their powers for according technical sanction, the estimate should be submitted to the next higher authority for sanction.</p> <p>5.The Chief Engineer / ZCE / Dy.CE will have full powers to sanction excess work in respect of contract sanctioned by any lower authority.</p>				
7(b)	To sanction payment for Addl. item (extra items not included in 'G' Schedule but existing in approved schedule of rates).	1. Managing Director 2. CE / ZCE / Dy.CE 3. S.E 4. XEN	Full Powers Upto 20% of the sanctioned estimate or Rs.5.0 lac whichever is less. Upto 20% of the sanctioned estimate or Rs.2.0 lac whichever is less. Upto 20% of the sanctioned estimate or Rs.25,000/- whichever is less.	
7(c)	To sanction payment for additional item in emergency (extra items not included in 'G' Schedule as well as BSR).	1. Managing Director 2. CE / ZCE / Dy.CE	Full Powers. Upto Rs.50,000/-	
<p>Note: 1. Reasons for not inclusion of item in 'G' Schedule will be reported to next higher authority.</p> <p>2. Sanction of next higher authority is required in case the value of extra items exceeds 20% of technical estimates.</p>				

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
8.	To accord administrative approval involving modification (like Transformer capacity, Line length including configuration of line from S/C to D/C or D/C to S/C, addition of bays, feeders, Bus-Coupler, Equipments / Instruments etc.) of works under any Scheme, sub works or detailed head of the account in the case of an estimate administratively sanctioned by the Managing Director.	1. Managing Director 2. CE / Dy.CE -	Full Powers Upto 10% excess of overall estimates provided that such modifications do not in any way involve the alteration of other parts of the projects or effect the standard of efficiency or stability of the whole work. If the proposed modifications are likely to lead to any such results he shall refer the matter to the MD before carrying out the proposed change.	
9.	To divert provision for contingency (Capital Works) to meet cost of any new work or repair not provided for in the estimate provided such diversion does not materially alter the design provided in the original estimates sanctioned by a higher authority and is in respect of the work fairly contingent upon the work itself.	1. CE / ZCE / Dy.CE 2. S.E. 3. XEN	Full Powers Upto Rs. 1,00,000/- Upto Rs. 25,000/-	
10 (a)	To transfer savings from one detailed head of classification to another within the same sub-work of sanctioned estimates.	CE / ZCE / Dy.CE	To the extent of their powers to accord final technical sanction to detailed estimate for original works provided that in the case of	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
			residential building the transfer does not cause an excess of more than 10% over the amount allowed for it.	
10 (b)	To transfer savings from one general expenditure head to other general expenditure head.	1. HOD 2. S.E.	Full Powers Full powers within his Circle.	
11.	To sanction the purchase of furniture and fixtures for office / Sub-Station.	1. Secretary / HOD / CE / ZCE / Dy.CE 2. S.E. 3. XEn 4. AEN	Full powers subject to the prescribed scale and budget. Rs. 50,000/- Rs. 25,000/- Rs. 5000/-	
12.	To approve basic schedule of rates based on detailed analysis in each district.	Committee of ZCE (AJM), CAO,DCOS after approval of MD/ SE (Civil))	Full Powers	
13.	Re-appropriation of funds.	1. CE / ZCE / Dy.CE	To sanction re-appropriation of funds from one Circle to another under the same minor head within a grant provided that : (a) Such re-appropriation does not involve the undertaking of recurring liability.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
			<p>(b) The re-appropriation is not made to a new service or project not contemplated in the budget for the year.</p> <p>(c) The re-appropriation is not to the effect of increasing the expenditure on an item for which the provision has been specifically reduced by the Nigam.</p> <p>(d) The total budget provision for minor works under a minor or departmental head is not exhausted.</p> <p>(e) The re-appropriation does not involve a transfer of funds to a work or project for which requisite administrative approval and technical sanction has not been received or does not involve an appropriation of funds in excess of the amount of estimates if technical sanction has been accorded.</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
			<p>(f) The amount of re-appropriation from or to a single major work does not exceed Rs.25,000/- and</p> <p>(g) A copy of the order sanctioning the re-appropriation shall be communicated to the Accounts & Finance Branch of the Nigam and to the FA&COA / CAO as soon as it is passed.</p>	
		2. S.E.	<p>(a) Original works to sanction re-appropriation within funds allotted to his Circle from one work to another subject to the following conditions: -</p> <p>(i) That the total of the amounts proposed to be re-appropriated from or to a single major work does not exceed Rs.10,000/-,</p> <p>(ii) that in the case of resumption, the Head of the Department concerned is informed of the fact explaining why it was not possible to spend the appropriation on the work in-question,</p> <p>(iii) that the re-appropriation was</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	<p>4.</p> <p>confirmed to works under the same minor or Departmental Head,</p> <p>(iv) that the re-appropriation does not involve a transfer of funds to a work or project for which requisite administrative approval and technical sanction has not been received or does not involve any appropriation of funds in excess of the amount of the estimates if technical sanction has been accorded,</p> <p>(v) that the re-appropriation is not to the effect of increasing the total budget provision for minor works under a minor or departmental head and</p> <p>(vi) That the re-appropriation is not to the effect of increasing the appropriation under a Unit which has been reduced by higher authority.</p> <p>(b) Repairs & Tools and Plants : Lump sum will be allotted by the</p>	5.

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
			Chief Engineer for each Circle under these heads for primary units. The S.E. should redistribute the amount for each primary unit amongst the several Divisions under him.	
		3. XEN	<p>(A) Major Works: To sanction re-appropriation subject to the following conditions: -</p> <p>(i) that the total of the amount proposed to be re-appropriated from or to a single major work should not exceed Rs.500/-,</p> <p>(ii) that in the case of resumption, the Head of the Department concerned should be informed of the fact explaining why it was not possible to spend the grant on the work in question,</p> <p>(iii) that the amount used on that account be debited to major works not provided for in the budget and</p> <p>(iv) that the re-appropriation is confirmed to works under the same minor or departmental head.</p> <p>(B) Minor Works : Full powers</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4. to re-appropriate the funds between the minor works within the Division subject to the following conditions : (i) no transfer should be made from one head to another, (ii) the re-appropriation does not involve a transfer of funds to work or project for which requisite administrative approval and technical sanction has not been received or does not involve any appropriation of funds in excess of the amount of the estimate if technical sanction has been accorded and (iii) that the re-appropriation is not to the effect of increasing the total provision for major works under a minor or departmental head.	5.

Note: Copies of orders sanctioning any re-appropriation should be communicated to the Accounts Branch of the Nigam through proper channel and to the FA&COA/CAO as soon as orders are passed.

SECTION-II
(Contracts and Tenders)

Item No.	Nature of Powers	To whom delegated	Extent of delegation		Remarks
1.	2.	3.	4.		5.
14 (A)	To accept tenders & approve award of contracts for electrical & mechanical original works, and to award contracts for O&M works of Sub-stations and line including repair works, overhauling, service/testing, inspection (with or without material of Plant & Machinery, equipment and T&P with associated minor Civil Works for sanctioned works or part of sanctioned works in accordance with technically sanctioned estimates.	<p>1. Committee consisting of:</p> <p>i. Managing Director</p> <p>ii. FA&COA/CAO</p> <p>iii Concerned CE / ZCE / Dy.CE</p> <p>2. Committee consisting of:</p> <p>i. CE / Dy.CE – MM/ PP&M Wing. /SE(MM)..</p> <p>ii. FA&COA / CAO</p> <p>iii One CE / ZCE / Dy.CE to be nominated by MD.</p> <p>3. Committee consisting of :</p>	<p>Full Powers</p> <p>If lowest tender is accepted.</p> <p>Rs. 100 lac.</p> <p>Rs. 25 lac</p>	<p>If other than lowest tender is accepted.</p> <p>Rs. 25 lac.</p> <p>Rs. 10 lac</p>	

		<p>i. Concerned CE / ZCE/ Dy.CE</p> <p>ii. Sr.AO / AO as the case may be</p> <p>iii One CE / ZCE / Dy.CE to be nominated by the MD.</p> <p>4. Committee consisting of :</p> <p>i. Concerned SE</p> <p>ii. Concerned Sr.AO / AO</p> <p>iii.One SE as nominated by the MD.</p> <p>5. Committee consisting of :</p> <p>i. Concerned XEN</p> <p>ii Concerned AAO</p> <p>iii.One XEN to be nominated by Zonal CE.</p> <p>6. Committee consisting of :</p> <p>i. AEN (Sub Dvl.Officer)</p> <p>ii. Asstt. Revenue Officer</p> <p>iii.One AEN to be nominated by Circle SE.</p>	Rs. 10 lac	Rs. 2 lac	
			Rs.1,00,000/-	Rs. 50,000/-	
			Rs. 50,000/-	Rs. 15,000/-	

- Note:(i)** Whenever other than lowest offer is accepted reasons thereof must be recorded and submitted for perusal of the next higher authority.
- (ii) This delegation will not be used exclusively for transportation.
- (iii) That the value of material to be supplied under works contract shall not exceed 20% of the contract value for the contracts without material.
- (iv) Wide publicity will be given in News Papers as per norms for works costing above Rs.1,00,000/-.
- (v) In case of difference of opinion in SE level committee, the committee will be chaired by CE / ZCE / Dy.CE concerned..
- (vi) Deciding rate contract for erection of line & maintenance works of Transmission, the concerned CE / ZCE / Dy.CE / SE(Civil) should finalize rate contract after making proper BSR for such works in circles under him. Such rate contract should invariably be finalized after inviting open tenders and for awarding the works on rate contract price.
- (vii) The works contract with material shall be operated by committees mentioned at 1,2,&3 only.
- (viii) Work relating to each S/D may be treated as separate quantities for execution of works for all the S/D may not be clubbed to arrive at the competency for award of such work.

For this purpose ZCE/ SE should also make registration of Contractors as prescribed. For finalizing rate contract , Circle wise Zone Level Committee to be constituted shall be as under :-

1. Zonal Chief Engineer
2. Concerned SE
3. Zonal Sr.AO /AO as the case may be
4. One SE to be nominated by the MD.

The rate contract price shall be finalized only in respect of regular nature of works & not for the works of occasional nature. Each order at Rate Contract Price shall be subject to following financial limits and subject to availability of the specific budget provision for the purpose.

- | | | |
|----|-------------------|-----------------------------|
| 1. | Managing Director | Full Powers |
| 2. | CE / ZCE / Dy.CE | Upto Rs.25 lac in each case |

3. Circle SE Upto Rs. 5 lac in each case.
4. XEN Upto Rs. 50,000/- in each case.
5. AEN Upto Rs.15,000/- in each case.

The contract on rate contract shall be given only to the registered firms at Corporate level / Zonal level / Circle level. However, contract on rate contract may be given by AEN (O&M) to unregistered contractors also after obtaining EMD. For the works above Rs. 5000/- the concurrence of concerned Accounts authority is required.

Item No.	Nature of Powers	To whom delegated	Extent of delegation		Remarks
1.	2.	3.	4.		5.
14 (B) (i)	To accept tenders & approve transportation of material including loading and unloading.	1. Managing Director	Full Powers		
			If lowest tender is accepted.	If other than lowest tender is accepted.	
		2. CE / ZCE / Dy.CE	Rs. 5 lac	Rs. 2.5 lac	
		3. S.E.	Rs. 1.25 lac	Rs. 62,500/-	
		4. X.E.N	Rs. 20,000/-	Rs. 10,000/-	
		5. AEN	Rs. 10,000/-	Rs. 5,000/-	
Note: Whenever other than lowest offer is accepted, reasons thereof must be recorded and submitted for perusal of the next higher authority. The above delegations are subject to financial concurrence of the respective Accounts Authority.					
14 (B) (ii)	To approve the transportation of material, loading, unloading and stacking without call of tenders after recording reasons of urgency and obtaining concurrence of	1. XEN / DCOS / ACOS	Upto Rs.5000/- in each case.		
		2. AEN	Upto Rs.1000/-		

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	respective Accounts Authority.		in each case.	
14 (C) (i)	To approve award of contract for electrical & mechanical original works/ execution of lines and Sub-Station construction works excluding cost of equipments & line material including minor Civil Works with limited tenders.	1. Managing Director 2. CE / ZCE / Dy.CE 3. S.E. 4. XEN 5. AEN	Full Powers Rs.1,00,000/- in each case. Rs.30,000/- in each case. Rs.10,000/- in each case. Rs, 5,000/- in each case.	
14 (C) (ii)	To approve the award of contract for electrical & mechanical works of lines & sub-station including Civil Works in break-down cases without call of tenders.	1. Managing Director 2. CE / ZCE / Dy.CE 3. S.E. 4. XEN	Full Powers Rs. 2,00,000/- in each case. Rs. 60,000/- in each case limited two three times in a year. Rs. 20,000/- in each case limited two three times in a	

Item No.	Nature of Powers	To whom delegated	Extent of delegation		Remarks
1.	2.	3.	4.		5.
		5. AEN	year. Rs. 10,000/- in each case limited two three times in a year.		
Note: Delegations under item 14 (C) (i) & 14 (C) (ii) may be exercised only in emergent circumstances. In case of item 14 (C) (ii) concurrence from Accounts Authority will not be necessary.					
14 (D)	To sanction & award contract for works repairs, testing, inspection, overhauling and servicing of Plant & Machinery, Equipment, T&P (with & without material), including associated Civil Works and transportation, on single tender basis for sanctioned work or part of a sanctioned work in accordance with technically sanctioned estimates.				
	I. To Central & State Govt. Undertaking / Deptt. when they are original manufacturers.	1. Managing Director 2. CE / ZCE /Dy.CE 3. SE	Full Powers Upto Rs.25 lac in each case. Upto Rs. 7 lac in each case.		
	II. To standard & reputed original manufacturers of machinery or original equipment/supplier to that manufacturer (other than Public/ Govt. undertakings)	1. Managing Director 2. CE / ZCE / Dy.CE	Full Powers Upto Rs.3 lac in each case.		

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	when no alternative exists)	3. SE	Upto Rs. 1.5 lac in each case.	
	III. Other parties/ firms	1. Managing Director 2. CE / ZCE / Dy.CE. 3. SE	Full Powers Upto Rs.50,000/- in each case subject to annual limit of Rs.4 lac in a year. Upto Rs. 20,000/-in each case subject to annual limit of Rs.2 lac.	
<p>Note: (1) All the above powers should be exercised only in emergency and after recording detailed reasons & informing the next higher authority (for SE only). (2) The authority concerned shall certify that rates allowed are reasonable and comparable to the prevailing market rates except in case of open tenders.</p>				
14 (E)	To award annual contract for up-keep & maintenance including cleaning of premises of non-residential buildings / project/ Plants / Rest Houses / Offices	1. Managing Director 2. Secy / HOD/ CE / ZCE / Dy.CE	Full Powers Rs.2 lac in each case.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	including sanitary, electrical, lawns and gardens etc.	3. SE 4. XEN 5. AEN	Rs.1.0 lac in each case. Rs.50,000/- in each case. Rs.25,000/- in each case.	
14 (F)	To award annual contract for up-keep and maintenance including cleaning, maintaining sanitary and electrical installations for residential colonies, complex, rest house, offices, lawns and gardens etc.	1. Managing Director 2. SE (Civil) 3. XEN (Civil) 4. AEN (Civil)	Full Powers Rs. 2 lac in each case. Rs. 1 lac in each case. Rs. 25,000/- in each case.	
14 (G)	To accord annual contract for up-keep and maintenance including cleaning, electrical, sanitary, lawns and gardens etc. of Sub-Station yard.	1. ZCE 2. SE 3.XEN 4.AEN	Full Powers Rs. 2 lac in each case. Rs.1 lac in each case. Rs. 5,000/- per Sub-Station.	
14 (H)	To award annual contract for operation and maintenance of 33/11 KV Sub-Stations.	1.Committee consisting of: i. Managing Director ii. FA&COA / CAO.	Full Powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		2.Committee consisting of (i) ZCE (ii) Sr. AO	Full Power.	
14 (I)	To arrange drinking water for Staff and colony	1. SE 2.XEN 3.AEN	Rs. 15,000/- per annum in each case. Rs. 10,000/- per annum in each case. Rs. 5,000/- per annum in each case.	
Note: If the expenditure exceeds above limits the case shall be approved by next higher authority.				
15 (A)	To issue work order for original or repairs of Civil works other than Admn., Residential and Office Buildings upto the sanctioned estimate without inviting tenders.	1. XEN (E&M) 2. AEN (E&M)	Upto Rs. 15,000/- Upto Rs. 6,000/-	
15 (B)	To issue work order for Electrical & Mech. Original works or repair works upto the value of the technically sanctioned estimate without calling tenders provided the work order are given on such rate as already accepted for works of similar nature based on call of competitive tenders by SE & above in the Circle either in progress or completed in the preceding 12 months.	1.Concerned Committee at the level of CE / ZCE / Dy.CE 2. Concerned Committee at the level of S.E.	Full Powers Rs.50,000/- in each case (Rs. 5 lac in a year)	**

Item No.	Nature of Powers	To whom delegated	Extent of delegation		Remarks
1.	2.	3.	4.		5.
<p>Note: (a) These powers are to be exercised only in emergency after recording reasons and limiting to the powers for which the committee concerned is competent under item No.14(A) of DOP.</p> <p>(b) The amount of repeat order under this item shall not exceed the amount of original order approved under item No.14(A) of DOP.</p>					
15 (C)	To approve expenditure in each case for the services of the Erectors/ Erection Engineers / Commissioning Engineers / Supervising Engineers of the Manufacturers / Suppliers for the purpose of repair / erection or supervision of Plants, Machinery & Equipments with boarding & lodging, medical facilities, actual expenses for journey, conveyance, daily allowance rates for every day of absence from their H.Q.s including working days and transit period i.e. date of departure from their HQs to date of return to their HQs., overtime etc.	1. Concerned Committee at the level of CE / ZCE / Dy.CE. 2. Concerned Committee at the level of S.E.	Full Powers		
15 (D)	To sanction advance payment in each case for the jobs detailed in item No.15 (C)	1. Concerned Committee at the level of CE / ZCE / Dy.CE 2. Concerned Committee at the level of S.E.	Full Powers		
			Rs. 1 lac.		
			Rs.50,000/-		

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note: (1) Authority mentioned at item No.2 of Col. 3 above shall make advance payment upto 50% of the estimates obtained and approved under item 15 (C) of Delegation of Powers and balance payment has to be finalized / released on completion of the job.</p> <p>(2) Advance payment under item 15 (D) shall be made to the manufacturers / suppliers of established reputation having standing contracts with the Nigam and subject to obtaining an undertaking from the firm that in case the amount so advanced to them is not utilized or in case they fail to depute their Engineers for the purpose, they will refund the amount / advance immediately but not later than a month otherwise the said amount alongwith interest @ 21% per annum will be recovered from the due payment against any of their orders of erstwhile RSEB / Nigam.</p> <p>(3) No advance payment will be allowed to those manufacturers / suppliers against whom the previous advance is outstanding except with the approval of the committee consisting of: Managing Director, FA&COA/CAO and Concerned CE / ZCE / Dy.CE.</p> <p>(4) No expenditure shall be incurred unless there is a budget provision for the same.</p>				
16.	To grant for recorded reasons an extension of time for the execution of works or supply of material or other performance of a contract.	<p>1. Managing Director and respective committee.</p> <p>2. Secy. / CE / FA&COA / CAO / HOD / ZCE / Dy.CE / SE / XEN / AEN and respective committees.</p>	<p>Full Powers</p> <p>Full powers with or without recovery for delay in case of contracts accepted by them provided that the approval of the next higher</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation		Remarks
1.	2.	3.	4.		5.
			authority / committee is obtained in case the extension exceeds by a period equal to the time allowed for execution in the original contract.		
17 (a)	To advertise for tenders when necessary and sanction expenditure on such advertisement.	1. PRO/APRO with approval of Managing Director. 2. S.E.	Full Powers Rs.1,000/- in each case.		
Note: Advertisement is to be issued only in such papers as approved by the Nigam from time to time.					
17 (b)	Publicity & Advertisement (a) Advertisement in dailies (other than display advertisement)	Managing Director	Full Powers		
	(b) Publicity & Advertisement in other than Dailies (display advertisement etc.)	Managing Director	Full Powers		
18.	To remit or reduce for recorded reasons the recovery worked out for delay in execution of works / supply in the agreements or	1.Committee consisting of: i. Managing Director	Full Powers		

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2. contracts.	3. ii. FA&COA / CAO iii. Concerned CE / ZCE / Dy.CE 2. Concerned committee.	4. Full powers in respect of contracts accepted by lower authorities / committees.	5.
Note: In case, unanimous decision is not arrived at, the next Committee of the Nigam will act as reviewing authority and accord decision in the matter.				
19 (a)	To sanction refund of security deposits of contractors in all cases of original and repairs works or supplies after the lapse of period, if any, specified in the contract or tender notice or purchase orders.	1. Secy. / CE / FA&COA / CAO / HOD / ZCE / Dy.CE 2. S.E. 3. XEN / AEN	Full Powers Full Powers In case where the amount of the work or supplies does not exceed their power to accept contract.	
19 (b)	To sanction refund of earnest money to the unsuccessful tenderer for supplies / works, after placing order upon the successful tenderer.	The authority who has accepted the tenders and earnest money.	Full Powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
20 (a)	To rescind contract provided such cancellation does not result in any loss to the Nigam.	1. CE / ZCE / Dy CE 2. Others.	Full Powers. Upto the limit of their powers of acceptance of contract.	
20 (b)	To waive the condition regarding earnest money pursuant to provisions of para 17.10 & 25-6 of the Purchase Manual,1999.	The authority competent to make purchase/award works.	Full Powers.	
20 (c)	To waive the condition of security deposit.	1. Managing Director 2.Secy. / CE / FA&COA / CAO / HOD / ZCE / Dy.CE.	Full powers for works contract. Full powers for supply of material by the firms of repute or registered with respective wing of Ajmer Discom. In case of other firms, present prescribed percentage should invariably be taken unless	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
			they are so exempted by the orders of the MD in consultation with FA&COA / CAO.	
20 (d)	Acceptance of Security in form of Bank Guarantee, NSC/ IVP/ KVP and Indemnity Bond instead of in cash.	1. Secy. / CE / FA&COA / CAO / HOD/ ZCE / Dy.CE / SE / XEN / AEN / Head of office.	Full powers for contract up to the extent of their purchase power.	

SECTION-III

(Power to execute contract after sanction has been accorded by the competent authority)

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
21.	Instruments relating to acceptance of tenders.	1. S.E. 2. XEN / AEN	Upto an unlimited amount Upto the powers of sanctioning of tenders.	
22.	Bonds of auctioneers and security bonds for due performance and completion of work.	XEN	Full Powers.	
23.	Security bonds for performance of duties by the Nigam servants whom the officers specified have powers to appoint.	Head of Office.	Full Powers.	
24.	Leases of house land and other immovable property.	S.E./ XEN	Full Powers	
25.	All instruments connected with re-conveyance of property given as security.	XEN	Full Powers	
26.	Agreement relating to the loan of Tools & Plants to the contractors and others.	XEN	Full Powers.	
27.	Agreement for catering/ contracts to offices and campus for the protection of the conveyance belonging to the staff working in public building under their control.	Head of Office	Full Powers.	

SECTION-IV
(Stores and Stocks)

(The exercise of the powers referred to in this section is subject to stores purchase rules prescribed by the Nigam)

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
28 (a)	To sanction advance payment for execution of works / supply of material and service & maintenance contracts with the original equipment suppliers. To Central & State Govt. undertaking / Deptt. / where they are Original Manufacturer or their Suppliers.	1. C.E./ ZCE / Dy.CE	Full Powers	
Note: No advance payment will be allowed to those manufacturers / suppliers against whom the previous advance is outstanding except with the approval of the Managing Director..				
28 (b)	To make advance payment against procurement of steel as per item No.30 (4)	CE / Dy.CE - MM Wing/ / SE(MM)	Full Powers	
28 (c)	To sanction advance payment to the State /Central Govt. Deptt. & State / Central Govt. undertaking for execution of the Nigam's work including the jobs required to be	1. Managing Director 2. CE / ZCE / Dy.CE 3. S.E.	Full Powers Rs.1,00,000/- Rs.50,000/-	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	performed for survey & investigation of the major and minor projects.	4. XEN	Rs. 20,000/-	
28 (d) (i) (ii)	To sanction advance payment for purchase of Stores, Equipments, T&P, Spares & other items against Despatch documents negotiated through bank and Delivery of material	1. Committee consisting of: i. Managing Director ii. FA&COA / CAO iii. Concerned CE / ZCE / Dy.CE 2. Secretary/ CE / FA&COA / CAO / HOD / ZCE / Dy.CE / SE / XEN / AEN and Concerned Committees.	Full Powers Full powers to the extent the Purchase Committee / Officer is competent to sanction purchase of Stores, Equipment, T&P, Spares & Other Items taking due precautions for securing interest of the Nigam against any losses. For Articles having total value of Rs.30,000/- or above; 100% advance payment can be made on furnishing of bank guarantee equivalent to 10% of the purchase value. In the absence of Bank guarantee, advance payment may not exceed 90% of the total value of the item purchased. In respect of Stores requiring inspection / testing before its dispatch / delivery,	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
			advance payment may be made only on receipt of clearance of authorized Inspecting Officer not below the rank of Executive Engineer and in case of purchases made by Secretary / FA&COA / CAO not below the rank of Sr.AO / AO.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note: (1) In case bank guarantee is not agreed to be furnished, 100% payment through bank against dispatch document shall be made only in case of suppliers of established reputation having regular contracts with the Nigam and the purchase committee/purchasing officer satisfy themselves regarding reasonableness of prices charged by the suppliers.</p> <p>(2) In case of payment through bank against dispatch documents, it will be the responsibility of the consignee officer to check and verify the receipt of material and send the bill of the firm to Circle AO duly verified with his forwarding letter endorsing copy to the officer who has approved purchase/purchased order. Circle AO shall carry out necessary adjustment so as to clear the misc. advance against the firm within a week. In case there is any shortage/defective material or any other recovery against the firm, the consignee will report complete details thereof to the purchasing/order placing authority with copy to Circle AO/ Sr.AO (Cash & CPC) who will immediately take up the matter with the firm concerned and get the short supply made/defective material replaced and cost/amount/other recoveries deposited. If this is not done by the firm, the amount may be deducted from the balance payment / BG, invoked, as the case may be. Even after taking these actions, if there remains any recovery against the firm, the purchasing authority, shall take legal action against the firm for effecting the recovery.</p> <p>(3) In case of advance payment against delivery of material it will be the responsibility of the officer concerned (consignee) that the cheque / DD is delivered to the supplier only against receipt of material. The bill of the firm may also be taken and sent to Circle AO duly verified for necessary adjustments. In such cases, the misc. advance shall be cleared within a period of one month. No such further advance payment may be given to the officer concerned until and unless the bill of the previous advance duly verified is received except in exceptional cases in which sanction of Circle SE/Next higher authority will be necessary.</p> <p>(4) In the month of May of each year, Circle AO shall prepare detailed list of advance payment made during the preceding financial year either through bank or against delivery of material which have not been cleared and pursue the matter with the officer's concerned to take necessary action to get the same cleared. Copy of such list may also be sent to FA&COA / CAO and Circle SE.</p>				

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
29	To purchase articles by indent from other departments including DGS & D required for sanctioned works.	MD / CE / ZCE / Dy.CE / SE.	Full Powers	
30 (1)	<p>To sanction purchase of stores from firms and to approve contracts for conversion including re-rolling & fabrication of material where whole or part of material is supplied by the Nigam or for purchase of equipment or equipments where fabrication, erection & associated Civil Works are also included in the contracts for supply of equipments.</p> <p>(a) After calling competitive tenders. (b) At DGS & D rate contract. (c) From the firm holding rate contracts within / outside Rajasthan, outside the rate contract, on the rate contract price after obtaining quotations. (d) At the rate contract entered into by the Central Stores Organization of the State Govt. or of the AVVNL.</p>	<p>1. Purchase Committee consisting of: a) Managing Director b) FA&COA / CAO c) CE / Dy.CE – MM /SE MM</p> <p>2. For cases of MM Wing i. Purchase Committee consisting of : a) C.E. / Dy.CE – MM /SE MMW b) FA&COA / CAO (c) One CE / ZCE / Dy.CE to be nominated by MD.</p> <p>ii. Purchase Committee consisting of: a) S.E. – MM. b) Sr.AO - MM c) One SE to be nominated by MD.</p> <p>3. For other purchase cases Purchase Committee consisting of :-</p>	<p>Full Powers</p> <p>Upto Rs. 1.5 Crore in each case.</p> <p>Upto Rs. 50 lac in each case.</p> <p>Upto Rs.20 lac in each case.</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		(a) Concerned CE/ ZCE / Dy.CE (b) Concerned Sr.AO / AO (c) One CE / ZCE / Dy.CE to be nominated by MD. 4. Purchase Committee consisting of :- (a) SE concerned Convener (b) AO of the Circle. (c) One SE to be nominated by the MD.	Upto Rs.5 lac in each case.	
Note: The committee will purchase all the items covered by aforesaid delegation including JMC items subject to availability of the budget provision.				
		5. Purchase Committee consisting of : XEN & AAO	Upto Rs. 30,000/- in each case with monthly limit of Rs.60,000/- and annual limit of Rs.3 lac. In each case articles having a total value upto Rs.2,000/- may be purchased by the XEN without approval of the committee. This amount will be inclusive of annual limit.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		<p>6. Purchase committee consisting of :-</p> <p>AEN / ACOS and AAO /Acctt. / ARO/ Jr.Accountant of office concerned or nominated by Circle AO.</p>	<p>Upto Rs.15,000/- in each case with a monthly limit of Rs.30,000/- and annual limit of Rs.1 lac excluding stationery. In each case articles having a total value upto Rs.1,000/- may be purchased by the AEN without approval of the committee. This amount will be inclusive of annual limit.</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note: 1. Power delegated to the authorities mentioned at item (2) above shall be exercised for procuring stores and T&P required to be kept with the ACOS as buffer stock and to supply to Divisions or offices for construction or maintenance works.</p> <p>2. Power delegated to the authorities mentioned at item (3), (4), (5) & (6) shall be exercised in respect of articles not available with ACOS of the concerned circle for purchasing the material subject to observance of procedure prescribed in the Stores/Purchase Manual.</p> <p>3. The powers delegated include the charges in respect of taxes and insurance etc. but do not include any expenses which may be incurred after taking delivery of the material at the destination and testing charges, if any.</p> <p>4. In case of difference of opinion between the purchasing authorities and the concerned Accounts authorities mentioned above on any issue involved in the purchases, the decision of the following authorities shall be final.</p> <p>(a) In the case of committee consisting of MD, Board of Directors. FA&COA / CAO & CE /Dy.CE – MM /SE MMWing</p> <p>(b) In the case of CE/ZCEs level committee Managing Director.</p> <p>(c) In the case of SEs level committee CE/Dy.CE concerned as the casemay be</p> <p>(d) In the case of XEN/AEN level committee Circle SE. In such cases Respective Accounts Authority may be consulted by concerned authority if so desired.</p> <p>5.(i) All Purchases should be finalized in keeping with the commercial terms and conditions and general principles prescribed by the Nigam from time to time & the provisions of the Purchase Manuals /GF & AR. The relaxation in terms can be made by the purchase committee after recording full reasons thereof.</p> <p>(ii) Where the post of SE does not exist, the Dy.C.E will function as convener of the committee. In such cases XEN of Circle Head quarter will be nominated as Member by the CE/ ZCE / Dy.CE concerned.</p> <p>6. The limit of inviting tender by giving wide publicity is raised to Rs. 1 lac. For purchase falling in competence of S.E. and above, tenders will be invited by SE. Prior approval of Chief Engineer/Zonal Chief will, however, be obtained in cases above S.E.'s competence.</p> <p>7. The powers under this item can also be exercised for execution of the works pertaining to lines and sub-stations, like electrification, painting, stub-setting etc.</p> <p>8. Purchase of Tents can also be made from the Government Department/Government undertaking who are not on CSPO rate contracts, after obtaining price quotations.</p>				

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
30 (2)	To award rate contract for repairs of transformers, panels and battery chargers. The rate contract for power transformers will be operated by CE / ZCE / Dy.CE and rate contract for distribution transformers and other items will be operated by the Circle SE.	1. Committee consisting of: i. Managing Director ii. FA&COA / CAO iii. CE / Dy.CE – MM /SE MM Wing	Full Powers	
30 (3)	To award rate contract for repairs of various other items approved by Committee consisting of Managing Director, FA&COA / CAO & CE / Dy.CE – MM /SE MM Wing. The rate contract will be operated by the SEs after obtaining approval of CE / ZCE / Dy.CE.	1. Managing Director 2. CE/ZCE/ Dy.CE. / FA&COA/CAO. The power by the committee at (2) above shall be exercised as per the guidelines, Rules and Regulation of AVVNL to be prescribed by the Managing Director.	Full Powers Upto Rs.1.50 crores in each case.	
30 (4)	(a) To procure steel from the main producers (SAIL, TISCO, IISCO of quality IS-226/2062/& M/s. Rajasthan Small Industries Corporation Ltd. MISCRO / TMT/ TISCON/ SAILMA on the terms & conditions of the respective main producers. (b) To procure Steel from any of the	CE / Dy.CE – MM /SE MM Wing.	Full Powers.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2. main producers (SAIL, IISCO & TISCO) and getting the same re-rolled from local re-rollers, after inviting tenders as per rules. (c) To avail offers of M/s. Rashtriya Ispat Nigam Ltd., (a Govt. of India Undertaking) M/s. Raj. Small Industrial Corpn. Ltd.) (A Govt. of Rajasthan Undertaking) for the steel sections of tested quality offered by them at their rates, terms & conditions.	3.	4.	5.
Note: (i) In case of non-availability with any of above producers, the steel shall be procured from open market by inviting tenders as per the purchase powers delegated to different authorities.				
30 (5) (a)	To sanction purchase of fuel, oil, lubricants from any of the Public Sector Undertakings of Govt. of India i.e. IOC, HPC, BPC, IBS etc where fuel pumps exists.	1. CE / ZCE / Dy.CE 2. SE	Full Powers Rs. 25 lac	
31.	To purchase spare parts of propriety nature of plant, machinery and equipments from original manufacturer or his Indian agent in case of imported equipment, distributor / authorized dealers of the respective manufacturers after obtaining prior price quotation.	1. Managing Director 2. CE/ ZCE / Dy.CE. 3. S.E.	Full Powers Upto Rs.10.00 lac in each case subject to a maximum of Rs.1 crore in a year. Upto Rs.2 lac in each case subject to maximum of Rs.10 lac	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		4. XEN	in a year. Upto Rs.0.50 lac in each case subject to a maximum of Rs.2.50 lac in a year.	
		5. AEN	Upto Rs.15,000/- in each case subject to a maximum of Rs.50,000/- in a year.	
Note: Provision of clause No.6 (Assessment of Requirement) of Purchase manual shall not apply for emergent purchases of spares for break down maintenance.				
32 (A)	To accord sanction for the purchase of tools and plants excluding vehicles & office equipments.	1. Managing Director 2. CE / ZCE / Dy.CE 3. Purchase Committee consisting of CE / Dy.CE – MM /SE MMWing, FA&COA / CAO and one CE / ZCE / Dy.CE to be nominated by the MD. 3(a) Committee consisting of CE / Dy. CE – MM Wing, FA&COA / CAO & SE (Civil). 4. S.E.	Full Powers Upto Rs.1.5 lac in each case subject to budget provision. Rs.25 lac in each case. Upto Rs. 25 lac for purchases of T&P pertaining to Civil Wing. Rs.50,000/- in each case and overall limit of Rs.10,00,000/- in a year subject to budget	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		5. XEN 6. AEN	provision. Rs.10,000/- in each case and overall limit of Rs.50,000/- in a year subject to budget provision. Rs.2000/- in each case and overall limit of Rs.20,000/- in a year subject to budget provision.	
32 (B)	To accord sanction for purchase of vehicle	Committee consisting of: i. Managing Director ii. FA&COA / CAO iii. CE / Dy.CE – MM /SE MM Wing.	Full powers	
32 (C)	To accord sanction for purchase of office equipment (not covered under item No.68 (iii) of DOP).	As per GF & AR.		
<p>Note: 1. Purchases having value up to Rs.5,000/- do not require financial concurrence from the Circle A.O. In the event of difference of opinion the decision of the next higher authority will be final. In case of the CE / ZCE / Dy.CE the next authority will be the Managing Director.</p> <p>2. Except in the case of articles required for Stores Organization, the powers will be exercised for articles not available with the A.C.O.S. concerned.</p>				
32 (D)	To sanction purchases without call of tenders to meet day to day requirement.	1. Managing Director 2. Secy.(Admn.) / FA&COA/CAO /CE / ZCE / Dy.CE.	Full Powers Upto Rs.30,000/- in each case with a yearly ceiling of Rs.2.50 lac.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		3. S.E/CS. 4. XEN	Upto Rs.15,000/- in each case but total purchases not exceeding Rs.60,000/- in a year. Upto Rs.5,000/- in each case but total purchase not exceeding Rs.20,000/- in a year.	
		5. Asstt. Engineer	Upto Rs.1000/- in each case but total purchase not exceeding Rs.5,000/- in a year.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note:- 1. These powers are to be exercised only for non-centrally purchased items and after obtaining NAC for centrally purchased items in case of purchases made by the authorities mentioned at item No.4 to 6. No purchase under this item shall be made if the articles are not to be consumed within one month.</p> <p>2. Articles having total value of Rs.1,000/- and above shall be purchased from the firms having RST/CST/TIN registration and dealing regularly in the articles being purchased at a regular place of business.</p> <p>3. In all vouchers relating to purchases above Rs.1000/- under this item, complete specifications of the items purchased like make, quality, sizes, rate etc. shall invariably be mentioned. Similar details will be mentioned in the proposal sent to and sanctioned by the higher authority approving purchases. Mere counter signatures on the purchase made by Junior Officers shall not constitute a proper sanction and higher authority should refrain from such counter signature.</p> <p>4. Splitting up of purchases to avoid sanction, of the higher competent authority shall be viewed seriously as it is highly irregular. Repetitive purchases of a particular item and size shall be treated as the purchase having been split up.</p> <p>5. The officers authorized to purchase material under this delegation can make cash payment to the extent of Rs.5,000/- in each case. 100% payment against delivery can be made through cheque /DD (Bank charges shall be borne by the Suppliers).</p> <p>6. The purchasing authority shall certify that the rates are reasonable and comparable to the prevailing market rates besides making proper stock entries etc.</p> <p>7. Except the items which are to be purchased centrally by the MM Wing rest of the items including stationery articles will be purchased by the respective Committee constituted</p> <p>8. The intention of this delegation is not to make routine purchases in the name of petty purchases. Purchasing a single item to deal with a particular requirement is permissible but purchasing many items to be used in future is not permissible.</p>				

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
32 (E)	To incur expenditure on freight, demurrage, wharfage charges, cartage, duties, taxes on the articles purchased.		Full power to Authorities competent to make purchase/ACOS and consignee taking delivery of the material subject to seeking post-facto sanction for expenditure relating to freight, wharfage and demurrage charges from competent authorities indicated below :	
		1.Secy. (Admn) HOD / FA&COA / CAO /CE / ZCE /Dy.CE	Full Powers	
		2. SE/CS	Upto Rs.10,000/- in each case.	
		3. XEN	Upto Rs.2,500/- in each case.	
		4. AEN	Upto Rs.1,000/- in each case.	
Note: The powers in connection with demurrage charges will be subject to furnishing proper justification and apportioning delay.				
33.	To pass indents on other departments including DGI & S for articles required for sanctioned works.	S.E.	Full powers.	
34.	To allocate the stock limit (fixed by the Nigam) for each Circle/Sub-store according to the requirements within the total limit fixed for the whole organization.	C.E./ Dy.CE – MM /SE MM Wing.	Full Powers	
35.	To sanction the limits of reserve stock for their Circle/Sub-store.	C.E / Dy.CE – MM /SE MM Wing.	Full Powers, provided specific budget allotment exists to meet the cost of increase in reserve stock whenever sanctioned.	
36.	To sanction repairs of tools and	1. S.E.	Full Powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	plants (excluding office equipment) including Cranes, Filter Machines, heavy equipments, Special T&P etc. subject to budget provision.	2. XEN 3. AEN	Rs. 5,000/- Rs.1000/-	
37.	To sanction the sale of stock (not tools and plants) which are not surplus or unserviceable at full value plus the usual supervision charges on the cost or market value whichever is higher, normally Nigam stocks are not sold to private parties. The transaction should be treated as exceptional case occurring rarely.	1. Committee consisting of: i. Managing Director ii. FA&COA / CAO iii. CE / Dy. CE – MM / SE MM Wing. 2. CE / ZCE / Dy. CE with concurrence of concerned Sr. AO / AO.	Full Powers. Rs.50,000/-	
38.	To accept tenders for the sale of T&P declared surplus by competent authority in accordance with rules made by Nigam.	Authorities as prescribed in booklet of disposal of surplus stores.	Full Powers	
39.	To issue stock or other material to work at stock issue rate plus 3% storage charges and 15% supervision charges or market rates whichever is higher when their issue is not provided for in the contract but such issue is required in emergent case, in the Nigam's interest.	S.E.	Full powers subject to the condition that a report should be made to the FA&COA / CAO and the C.E. stating the amount of the issue and the circumstances.	
40.	To declare any stores and other material excluding T&P but	Authorities as prescribed in the booklet of disposal of surplus and	Full powers.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	including Stock material received from the works dismantled as surplus or unserviceable and sanction their sale by public destruction.	stores.		
41 (a)	To sanction hire charges of the departmental T&P which are let out to others	1. CE / ZCE / Dy.CE. 2. S.E.	Full Powers Rs.50,000/- in each case	
41 (b)	Power to sanction hire charges of equipments, tools & plants obtained from external sources.	1. CE / ZCE / Dy.CE 2. SE 3. X.E.N 4. A.E.N.	Full powers Rs.25,000/- in each case Rs. 5,000/- in each case Rs.2000/- in each case	
42.	To sanction hire charges for vehicles obtained from external sources in case the departmental vehicle is not available or approval of CE / ZCE / Dy.CE / SE is obtained for additional vehicle required in view of the work load (after inviting limited tenders).	1. CE/ ZCE / Dy.CE / FA&COA/CAO 2.S.E. 3. Sr.AO / AO 4. X.E.N 5. A.EN.	Full Powers. Not exceeding three months at a time and six months in a year in respect of each XEN/AEN under him. Not exceeding one month at a time and maximum 90 days in a year. Not exceeding one month at a time subject to a maximum of 3 months in a year in respect of each Asstt. Engineer under him. Not exceeding 15 days at a time and 60 days in a year.	

Note: (1) The period for which the powers for hiring have been delegated to higher authorities is inclusive of the period for which lower authorities have already sanctioned the hiring of a vehicle in a year.

(2) In case some rate has been fixed by the District Collector for hiring of vehicle in that area, the vehicles can be hired at that rate, after approving such fixed rate duly authenticated.

(3) Cash payment upto Rs.5000/- or extent prescribed in the orders issued from time to time can be made for hire charges of vehicle.

SECTION-V

(Temporary Establishment)

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
43.	To sanction engagement of work charged labour/ skilled/non-skilled.	MD	Full Powers	
43(A)	To sanction engagement of casual labour	i) Zonal CE ii) S.E.	<p>To a monitory limit of Rs. 15 lac in a financial year for his respective zone as a whole. For the purpose the amount will be allocated / reallocated amongst SEs under his respective jurisdiction in a manner so that in any case amount to one SE may not exceed Rs. 3 lac in a financial year.</p> <p>Upto the rates or the rates prescribed by the Govt. of Raj. from time to time per man per day subject to a monitory limit in a financial year of Rs.3 lac or the amount allocated/ re-allocated by the respective Zonal CE whichever is less.</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note: 1. Per man day min. wages rates prescribed by the Govt. of Rajasthan for unskilled labours from time to time will be taken as ceiling.</p> <p>2. The concerned SE will issue specific sanction for engagement of casual labour indicating name of work, nature of maintenance involved, number of days required, rate per day duly certified that departmental labour is not available.</p> <p>3. Consolidated monthly statement will be sent to FA&COA / CAO and Secy.(Admn.) by the circle officer where these will be suitably monitored.</p> <p>4. No labour be kept for more than 60 days in a year and it will be the personal responsibility of concerned AEN to ensure this.</p>				
44.	To sanction payment for overtime work done in any month by a member of the work establishment.	1. CE / ZCE / Dy.CE	On special occasions upto a limit of 10% of the pay earned during the month subject to annual ceiling of Rs.1 lac for Circle as a whole.	
<p>Note: The excess expenditure on account of work-charged establishment not provided for in the sanctioned estimate will invariably be treated as an excess over the estimate if on the whole amount of the estimate is exceeded.</p>				
45.	To sanction estimates for hot weather establishment.	Head of office.	Within the limit of appropriation.	

SECTION – VI (Bonus or Rewards)

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
46	To sanction expenditure on rewards in connection with maintenance.	CE / ZCE / Dy.CE	Full powers subject to the budget provision and rules to be framed by the Nigam.	
Note: Orders / Instructions issued from time to time by the competent authority / Nigam in respect of temporary establishment will prevail over and above the powers existing in Section V & VI.				

SECTION – VII

(Remission or abandonment of Revenue)

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
47 (a)	To sanction all cases of remission and refund of revenue in connection with the sale of electric energy and misc. revenues with recorded reason.	Settlement Committees constituted as per orders of Ajmer Discom as amended from time to time and upto the financial limit prescribed therein.	Full Powers	
47 (b)	To sanction all cases of refund of misc. revenue.	1.CE/ZCE/Dy.CE/HOD/FA&CO A /CAO 2. SE / Sr.AO 3. XEN/AO 4. AEN / HOO	Upto Rs.50,000/- in each case Upto Rs.20,000/- in each case Upto Rs.10,000/- in each case Upto Rs.2,000/- in each case	
47 (c)	To sanction refund of consumers security deposits.	AEN / Head of Office	Full Powers – Cash payment in case of Govt. servants and payment through cheque in case of other than Govt. servants.	
47 (d)	To sanction all cases of refund of revenue in connection with sale of electric energy and misc. revenue with the recorded reasons 1. Refund relating to sale of energy and matters connected herewith.	Bill Issuing Authority	Full Powers	

	<p>(I) Refund arising out of arithmetical errors.</p> <p>(II) Refund due to causes other than (I) above.</p> <p>(a)L.T.Consumers</p> <p>(b)H.T. Consumers</p> <p>(i) Large Ind.</p> <p>(ii) Other than large Ind.</p> <p>(iii) Correction arising out of arithmetical errors, wrong application of tariff, wrong application of meter reading etc. (after recording detailed reasons).</p> <p>2. Other refunds of revenue other than sale of energy.</p>	<p>SE</p> <p>XEN</p> <p>1. Managing Director 2. CE / Dy.CE – Comml. Wing with concurrence of respective Accounts Authority.</p> <p>1. Managing Director 2. CE / Dy.CE – Comml. Wing with concurrence of respective Accounts Authority</p> <p>Bill Issuing Authority</p> <p>1. CE / ZCE / Dy.CE with concurrence of Respective Accounts Authority. 2. S.E.</p>	<p>Full Powers</p> <p>Upto Rs.1,000/-</p> <p>Above Rs.50,000/- Upto Rs.50,000/-</p> <p>Full Powers</p> <p>Upto Rs.50,000/-</p> <p>Full Powers.</p> <p>Above Rs.10,000/-.</p> <p>Above Rs.2,000/- but upto Rs.10,000/-,</p>	
--	--	---	--	--

		3. XEN 4. Sr.AO / AO / AAO (HT Billing) / AEN	Above Rs.500 but upto Rs.2,000/- Upto Rs.500/-	
<p>Note for 1 and 2 above: Where the refund of revenue is caused due to revision of the tariff/rates or any adjustment under the orders of the competent authority, Unit Officers can make adjustment irrespective of any delegation as mentioned above. In such cases written approval of higher authority as provided in Revenue Manual will not be necessary as also in cases where the Unit Officers exercises the powers delegated to him by this delegation.</p> <p>The above powers for refund of Revenue would be applicable up to three years from the date of cause of action arise.</p>				
48 (a)	To remit percentage charge prescribed for establishment and tools and plants charges in the cases of T&P is given to contractors for Nigam's work.	1. Managing Director 2. CE / ZCE / Dy.CE 3. S.E.	Full Powers Upto Rs.5000/- in each Upto Rs.2500/- in each case	
48 (b).	To remit establishment and tools and plants charges in case of contributory work.	S.E.	Full powers, when the cost of work is less than Rs.2,000/-.	

SECTION – VIII

(Write-off of losses)

Note: In all cases of loss of Nigam's property or stores, the authority competent to write it off should first undertake an investigation into the circumstances leading to the loss. If it is found that the loss has been occasioned by fraud or negligence he should :

- (a) In the case of Nigam servant submit a report to the authority competent to take disciplinary action or if he himself is the competent authority proceed to take appropriate action, and
- (b) In the case of any other person, take such steps as may be appropriate to recover the value of the loss or initiate other proceedings, as the case may be.

After necessary action has been taken, the authority specified in the Delegation of Powers may write-off the loss to the extent indicated. A report setting out the circumstances in which the loss occurred, the person or persons responsible for the loss, the action, if any, taken against the person or responsible for the loss and a copy of the action to the write-off should be sent to the FA&COA /CAO and Circle AO.

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
49 (1)	To sanction the write-off of advances which they may have the power to sanction provided they are irrecoverable after recording complete reasons and justification.	1. Managing Director 2. CE / ZCE/ HOD / Dy.CE	Full Powers Upto the limit of Rs.5,000/- in each case.	
49 (2).	To write off un-recoverable amount of Revenue after due investigation.	1. Managing Director 2. HOD / ZCE / CE / Dy.CE	Full Powers. Upto Rs.50,000/- in each case.	

		3. SE	Upto Rs.10,000/- in each case.	
		4. XEN	Upto Rs.2,000/- in each case.	
		5. AEN	Upto Rs.500/- in each case.	
49 (3)	To write off Loss of Cash:- Theft / fraud and embezzlement / natural calamity after due investigation.	1. Managing Director 2. HOD / ZCE / CE / Dy.CE. 3. SE	Full Powers. Upto Rs.50,000/- in each case. UptoRs. 10,000/- in each case.	
50.	To sanction the write-off the value of all types of stores & tools & plants, sub-stations and line materials, property etc. (a) Lost/destroyed or damaged by accident or natural calamity.	1. Managing Director 2. CE / ZCE / HOD / Dy.CE. 3. S.E. 4. XEN	Full Powrs Upto the limit of Rs.1,00,000/- Upto the limit of Rs.20,000/- Upto the limit of Rs.5,000/-	
	(b) Theft/negligence/fraud	1. Managing Director 2. CE / ZCE / HOD / Dy.CE. 3. S.E.	Full Powers Rs.50,000/- Rs.7500/-	
Note: If full value by way of auctions or otherwise not recovered.				
51	To sanction the write-off the tools & plants which have become unserviceable after fair wear & tear.	HOD / CE / ZCE / Dy.CE / SE / XEN.	Full Powers	
52.	To sanction after due investigation the write-off of loss of measurement books which have been lost.	HOD /CE / ZCE / Dy.CE / SE	Full Powers	
53.	To sanction after due investigation	HOD / FA&COA / CAO / CE /	Full Powers	

	the write-off of loss of receipt books and books of Accounts	ZCE / Dy.CE.		
54.	To write-off (a) Unserviceable or surplus articles of tools & plants (b) Tents which have become unserviceable by use for three years or more. (c) Any unserviceable office item / Rest house furniture and equipment the cost of which does not exceed Rs.50,000/-.	Sr.AO / XEN XEN CE / ZCE / Dy.CE.	Full powers provided that : (i) Their full value or a reasonable portion of it has been recovered by sale or public auction or otherwise. OR (ii) The officer exercising the power certifies after having destroyed them, in case the material being of no value or utility. Full powers provided that : (i) Their full value or a reasonable portion of it has been recovered by sale or public auction or otherwise. OR (ii) The officer exercising the power certifies after having destroyed them, in case the material being of no value or utility. Full powers provided that their full value or a reasonable portion of it has been recovered by sale or public auction or otherwise	

	(d) Any unserviceable office item / Rest house furniture and equipment the cost of which does not exceed Rs.5,000/-.	S.E	OR The officers exercising powers certifies having destroyed them because of material being of no use and value. Full powers provided that their full value or a reasonable portion of it has been recovered by sale or public auction or otherwise OR The officers exercising powers certifies having destroyed them because of material being of no use and value.	
55.	To sanction estimates for losses on surplus or unserviceable stock resulted on their destruction or sale by the public auction at less than the book value (losses being reckoned as the difference between the book value and the sale proceeds).	1. CE / ZCE / Dy.CE. 2. S.E.	Full Powers. Upto a limit of Rs.10,000/- subject to the note below.	
Note: Stock can be declared surplus only after reference have been made to all Executive Engineers in the technical branch and it has been ascertained that they do not require it or the cost of transportation will make it un-economic to the point where it is required. Procedure prescribed in Store Manual / Disposal of surplus stores manual shall be followed invariably.				
56.	To write-off discrepancies in the Accounts (i) To forego recovery of irregular expenditure only (not applicable for revenue of the Nigam)	FA&COA / CAO / HOD / CE / ZCE / Dy.CE. (As per item No.45 of GF&AR (Part-III) as amended from time to time).	Upto a limit of Rs.5,000/- in each case.	

	(ii) To write off an expenditure which has become irrecoverable (iii) To waive objection			
Note :- The procedure & detailed instructions as contemplated in erstwhile Board's order No.RSEB/A&F/Delegation/D.1633 dated 1.8.1967 will be followed.				

SECTION – IX (Miscellaneous Charges)

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
57 (a)	To sanction compensation for crops destroyed or property damaged in execution of electrical works on the basis of verification / award of Revenue authorities not below the rank of Naib-Tehsildar.	1. CE / ZCE / Dy.CE. 2. S.E. 3. XEN 4. AEN	Full Powers Upto Rs.10,000/- for each farmer/ Owner of property. Upto Rs.6000/- for each farmer/Owner of property. Upto Rs.3000/- for each farmer/Owner of property.	
57 (b)	To sanction compensation to consumers / non-consumers whose equipments are damaged due to electric faults.	1. Managing Director 2. CE / ZCE / Dy.CE. 3. S.E.	Full Powers. Upto Rs.20,000/- in each case. Upto Rs.10,000/- in each case.	
<p>Note: 1. Above powers will be exercised in consultation with Senior most Accounts Authority attached with the sanctioning authority. 2. The payment is to be made through Account payee cheque only. However, if the beneficiary requests in writing, payment up to Rs.5,000/- only can be made in cash subject to attestation of the acknowledgement by local Revenue Authority or the JEN/AEN/ of AVVNL.</p>				
58 (a)	To sanction compensation under the Workmen Compensation Act, 1923 or under any law for the time being in force.	CE / ZCE / Dy.CE / SE in consultation with DDP/P.O.	Full Powers.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
58 (b)	To sanction compensation under the Workmen Compensation Act, 1923 or under any other law for the time being in force where no award from any other authority is necessary.	Secretary (Admn.) / CE / ZCE/ Dy.CE/ SE in consultation with DDP/P.O.	Full Powers	
58 (c)	To sanction compensation under approved scheme of the Nigam to such employees who are not covered under Workmen's Compensation Act or E.S.I. Act.	MD in consultation with FA&COA / CAO.	Full Powers	
59 (a)	Power to sanction hiring of accommodation for office from external source other than Govt. (i) In cities having population of one lac and above.	1. Managing Director 2. Secretary (Admn.) / FA&COA / CAO / CE / ZCE / Dy.CE. 3. SE 4. XEN	Full Powers Rs.15,000/- per month in each case. Rs. 6,000/- p.m. in each case. Rs. 2,250/- p.m. in each case.	
	(ii) In Cities having population less than one lac.	1. Managing Director 2. Secretary (Admn.) / FA&COA / CAO / CE / ZCE / Dy.CE. 3. SE 4. XEN 5. AEN	Full Powers. Rs. 9,000/- p.m. in each case. Rs. 3,000/- p.m. in each case. Rs. 900/- p.m. in each case. Rs. 600/- p.m. in each case.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
Note: The above powers will be exercised subject to the assessment of fair rent to be made by the Civil Wing on the pattern of P.W.D.				
59 (b)	To hire land & accommodation for storing Nigam materials.	1. Managing Director 2. CE / ZCE / Dy.CE 3. S.E. 4. XEN	Full Powers. Rs. 10000/- p.m. in each case. Rs. 5,000/- p.m. in each case. Rs. 2,500/- p.m. in each case.	
59 (c)	Hiring of residential accommodation for consultants etc. in whose case accommodation is to be arranged by the Nigam according to the contract.	1. Managing Director 2. CE / ZCE / Dy.CE	Full Powers. Upto 20% above the rent assessed under rules.	
60 (a)	To sanction purchase of private land on the basis of fair price certified by Revenue Authority not below the rank of Sub Divisional Officer / U.I.T./Municipalities within their jurisdiction.	1. Managing Director 2. CE / ZCE/ Dy.CE.	Full Powers Rs. 10 lac in each case for approved scheme.	
60 (b)	To sanction purchase of land on lease from Govt./RIICO/ UIT/ Municipalities/ Panchayat.	1. CE / ZCE / Dy.CE. / SE	Full Powers	
61 (A)	To sanction repairs of Nigam's Vehicles including Purchase of Spare parts, Tyres, Tube & Batteries from the authorized dealers after obtaining price quotation for the same and in case of repairs from other than authorized dealer after			

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	call of tenders.			
	(a) Light Vehicles	1. Secretary (Admn.) / HOD / CE / ZCE / Dy.CE. 2. SE 3. XEN 4. AEN	Full Powers Rs. 40,000/- at a time. Rs. 10,000/- at a time. Rs. 5,000/- at a time.	
	(b) Heavy vehicles including cranes, lifters etc.	1. CE / ZCE / Dy.CE. 2. SE 3. XEN 4. AEN	Full Powers Rs. 80,000/- at a time. Rs. 20,000/- at a time. Rs. 5,000/- at a time.	
61 (B)	To sanction retreading of tyres.	SE	Full powers after calling tenders.	
61 (C)	To transfer saving in respect of POL from one vehicle to other which is on the road within the ceiling of available budget provisions.	1. CE / HOD / ZCE / Dy.CE. 2. S.E.	Full powers within Wing/ Zone. Full Powers within Circle.	
61 (D)	To transfer saving in respect of R&M of vehicle and purchases of tyres, tubes & batteries from one vehicle to other which is on the road within the ceiling of available budget provisions.	1. CE / HOD / ZCE / Dy.CE. 2. S.E.	Full powers within Wing/ Zone. Full Powers within Circle.	
62 (a)	To purchase paper, stationery	1. Committee consisting of:	Full Powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	articles (other than required for Computer) / printed forms/ registers, Log sheets etc. after call of tenders / quotations.	(a) CE / Dy.CE – MM /SE MMWing (b) FA&COA / CAO (c) One CE / ZCE / Dy.CE to be nominated by the MD.		
		2. Committee consisting of : (a) SE MM - Wing (b) Sr.AO - MM Wing (c) One SE to be nominated by the MD.	Rs.25 lac in each case.	
		3 Secretary (Admn) / CE / HOD / FA&COA/CAO / ZCE / Dy.CE.	Rs.1,00,000/- in each case but upto Rs.5 lac in a year.	
		4. SE	Rs.50,000/- in each case but upto Rs.2 lac in a year.	
		5. Sr.AO / XEN / / DDP / AO / PO.	Rs.5,000/- in each case but upto Rs.20,000/- in a year.	
		6. AEN / Head of Office	Rs.2500/- in each case but upto Rs.10,000/- in a year.	
Note: The above powers are subject to availability of Budget provision and with the condition that paper being purchased is not available in Store (NAC to be obtained).				
62 (b)	To purchase paper, stationery articles (other than required for computers), printed forms, Registers, misc items etc. without call of tenders and without obtaining NAC from Stores organizations subject to budget provision.	1. HOD 2. Head of Office 3. Head of Office of corporate office AVVNL	Upto Rs.2,500/- at a time subject to Rs.25,000/- in a year. Upto Rs.500/- at a time subject to Rs.5,000/- in a year. Rs. 1,000/- at a time subject to Rs.50,000/- in a year..	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		NOTE:- The purchase more than Rs.1,000/- at a time can be purchased on cash payment with the approval of committee consisting of CAO, Secretary (Admn) and Company Secretary.		
62 (c)	To purchase paper at Mill Rate (Provided the paper is not available with stores organization)	1. Secretary (Admn.) / CE / FA&COA / CAO / ZCE / Dy.CE 2. SE	Full Powers Rs.25,000/-	
62 (d)	To purchase the stationery articles from the firms holding rate contracts within / outside Rajasthan after obtaining price quotation.	1. Secretary (Admn.) / CE / FA&COA / CAO / ZCE / Dy.CE 2. SE	Full Powers Upto Rs.25,000/- in each case.	
Note:- The above powers are subject to availability of Budget provision and with the condition that paper being purchased is not available in the store (NAC to be obtained) and requirement is of emergent nature.				
63	To approve binding of registers, vouchers. Etc.	1. Secretary (Admn.) / CE / FA&COA / CAO / ZCE / Dy.CE/ Co. Secy. 2. SE 3. Sr.A.O./ AO 4. XEN / / AEN	Full Powers Rs.50,000/- per annum. Rs.12000/- per annum. Rs.10,000/- per annum.	
64(i)	To get forms/registers / log-sheets printed, perforated, punched and ruled for offices under them.	1. Secretary (Admn.) / CE / FA&COA / CAO / ZCE / Dy.CE/ Co. Secty.	Full powers subject to to budget Provision.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		2. S.E. 3. Sr.AO / AO / XEN 4. AEN	Rs. 50,000/- per annum. Rs.12,000/- per annum Rs. 5,000/- per annum.	
64(ii)	To award rate contract for printing, binding etc. after wide publicity.	HOD.	Full Powers	
64(iii)	To award rate contract for hiring of photocopier for smooth running of office.(after call of limited tenders)	HOD SEs	Full Powers Upto a limit of 1.00 lac in a year	
64(iv)	To award rate contract for hiring of courier service for smooth running of office(after call of limited tenders)	HOD SEs	Full Powers Upto a limit of Rs. 3.00 lacs und his control.	
<p>Note: Applicable for 64(i) & 64(ii)</p> <p>(i) The Forms / Registers which are got printed centrally by the FA&COA / CAO shall only be got printed by any other authorities after obtaining NAC from Stores by exercising the powers delegated under this items.</p> <p>(ii) The ceiling of budget shall not be applicable in case of Forms/Registers got printed by FA&COA / CAO, while by the other authorities the powers under this items are to be exercised subject to budget provisions.</p>				
65.	Printing of rules, regulations, compilation of circulars, Budget, Annual Statement of account & reports & other booklets etc.	1. Secretary (Admn.) / FA&COA / CAO /Co. Secty.	Full Powers	

Note: The Secretary (Admn.) / FA&COA / CAO/CS / HOD may at his discretion entrust the work of printing on schedule rates of Govt. Of India/ Govt. of Rajasthan (with discount), if any, as the case may be after obtaining minimum quotations of at least three leading Presses.

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
66.	Purchase of Books & Periodicals (a) For GAB Library (b) For Office use	Managing Director Head of Office	Full powers subject to budget provisions. Full powers subject to budget provisions.	
Note: This will not cover the purchase of Newspapers and magazines for which the norms as prescribed by the JMC have to be followed.				
67	To purchase furniture, equipment, linen, crockery etc. for the Guest House/Rest House under his control	1. Secretary (Admn.)/ CE / ZCE / Dy.CE. 2. SE (In-charge) 3. XEN (In-charge) 4. AEn (In-charge)	Full Powers Upto Rs.5000/- in each case subject to a limit of Rs.50,000/- in a financial year for each Rest House. Upto Rs.2500/- in each case subject to a limit of Rs.25,000/- in a financial year for each Rest House. Upto Rs.1000/- in each case subject to a limit of Rs.5,000/- in a financial year for each Rest House / Rest Room	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
67 (a).	To purchase crockery, cutlery, linen, Misc. office Expenses for smooth running of office.	Head of office.	Full Powers subject to budget provision.	
<p>Note: 1. The delegation of Powers to the respective authorities are subject to budget provisions. 2. For the purchase of special equipment not normally provided i.e. Radio, FAX, Photocopier, Computer, Television, Air Conditioners, Refrigerator etc. the sanction of MD will be obtained.</p>				
68(i)	To accord administrative approval to purchase computers,, hardware, components operating system, compilers and software, printers, peripherals, conditioners/ air conditioning system, furniture, Civil works etc. (cost of each component needs to be shown separately in the proposal for administrative approval).	1. Managing Director 2. CE / ZCE / Dy.CE 3. S.E.	Full Powers Rs. 1 lac Rs. 0.50 lac.	
68(ii)	To accord administrative approval for award of job work relating to computerization / system implementation to outside agency including development of specified utility software and stationery charges for such job works.	1. Head of Deptt. / FA&COA / CAO/ CE / ZCE / Dy.CE. 2. S.E.	Full powers Rs.10,000/- in each case with annual limit of Rs.50,000/-.	
68 (iii)	To approve purchase of computers, hardware components, software components, printers, peripherals and operating system, compilers (to be purchased with the computer),	1. Managing Director 2. CE / Dy.CE – MM /SE MM/ PP&M Wing.	Full Powers Upto Rs.25 lac in a year	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	Photostat machine, fax machine, Air conditioner, Coolers, Telephone instruments and other electronic instruments required for office use after obtaining the necessary administrative approval of the competent authority as given at (i) above.	3. Secretary (Admn.) / CE / FA&COA / CAO / ZCE / Dy.CE 4. SE	Upto Rs.10 lac in a year Upto Rs.5 lac in a year	
68 (iv)	Purchase of additional operating system compilers & software (initially not purchased/supplied with computers) including up-gradation of existing operating systems and purchase of LAN Systems.	1. Managing Director 2. HOD / CE / ZCE / Dy.CE 3. SE	Full Powers. Rs.50,000/- in each case subject to limitation of Rs.2 lac in a year. Rs.20,000/- in each case subject to limitation of Rs.50,000 in a year.	
68 (v)	To accord sanction for annual maintenance of Computer/ Fax/ Photostat machines/Air conditioner & other electronics equipments & system, office equipments etc. installed at office/non-residential buildings & GSSs.	1. Secretary (Admn.) / CE / FA&COA / CAO / ZCE / Dy.CE 2. SE	Full Powers Upto Rs.1,00,000/- per annum.	
68 (vi)	To award job work relating to computerization & systems, implementation (including stationery charges) to outside agency including development of specified utilities software subject to prior	1. HOD / CE / FA&COA / CAO / ZCE / Dy.CE. 2. S.E.	Full Powers Rs.20,000/- in each case with annual limit of Rs.50,000/-	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	administrative approval of the authority prescribed in 68 (ii) above.	3. A.O.	Rs. 2,000 in each case with Annual limit of Rs. 10,000/-.	
68 (vii)	Purchase of computer stationery, Floppy Disc, Discs, Control Cards, Memory up-gradation, cables, Hard discs, Magnetic Tapes / Pens/ ribbons, Ink, Refills, papers, Computer books & Manual, Drawing sheets, folders etc. including photo copying & bindings and any other computer consumable.	1.Secretary (Admn.) / CS/ HOD / CE / FA&COA / CAO / ZCE / Dy.CE 2. SE 3. XEN / Sr.AO / A.O. 4. AEN / Head of Office	Full Powers Upto Rs.25,000/- at a time subject to maximum of Rs.One lac in a year. Upto Rs.5,000/- at a time subject to maximum of Rs.50,000/- in a year. Upto Rs.2,000/- at a time subject to maximum of Rs.20,000/- in a year.	
68 (viii)	Hiring of Computers, Projectors etc. with / without operator.	1. HOD 2. SE	Full Powers. Upto Rs.20,000/- in each case subject to annual limit of Rs.1 lac.	
68 (ix)	To sanction repair of computers, electronic and other items etc. given at item 68(iii)	1. HOD 2. SE 3. XEN / Sr.AO 4. Head of Office	Full Powers. Upto Rs.20000/- in each case Upto Rs.5000/- in each case Upto Rs.2500/- in each case	
68 (x)	To sanction expenditure on computer training to officer(s) / officials under their respective control / jurisdiction	HOD	Full Powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
68(xi)	Hiring of Computer Operators after inviting limited tenders with the prior approval of HOD..	Head of Office	Upto a limit of Rs.2500/- per month and Rs. 30,000/- annually.	
<p>Note: (1) The powers delegated to the Head of Deptt. and other officers should be exercised subject to Budget provision.</p> <p>(2) The authorities / officers shown in column 3 against item 68 (iii), (iv) and (vii) may make purchases of the items / articles described in column 2 from firms holding DGS&D rate contract upto the financial limits prescribed in column-4.</p>				
69 (a)	To sanction decretal amount awarded by the Court against the Nigam.	1. Managing Director 2. Co. Secty./ HOD / ZCE 3. S.E.	Full Powers. Upto Rs.25,000/- in each case Upto Rs.10,000/- in each case	
<p>Note: The powers delegated to the Secretary will be subject to fulfillment of the following conditions :-</p> <p>(1) that the decree was not granted ex-parte.</p> <p>(2) that the appropriate head of account to debit the expenditure exists in the Budget Order No.RSEB/F&R/F./D.11 dated 28.1.1985. If not exists, approval of MD in consultation with the FA&COA / CAO is obtained immediately.</p>				
69 (b)	To sanction the fine/interest fees/costs awarded by courts/ statutory bodies.	1. Managing Director 2. HOD/ Co. Secty. 3. S.E.	Full Powers Rs.10,000/- in each case. Rs. 2,500/- in each case.	
69 (c)	To incur legal expenses of all types/nature including typing charges etc.	1. Managing Director 2. HOD/ Co. Secty. 3. S.E. 4. OIC & Addl.OIC	Full Powers Rs.10,000/- in each case. Upto Rs.5,000/- in each case. Upto Rs.2000/- in each case.	
69(d)	To sanction fee bill of advocates	1. Managing Director 2. HOD/ Co. Secty. 3. Officer In-charge / Addl.OIC.	Full Powers. Rs.10,000/- in each case and full power where fee is prescribed by MD. Full powers to the extent of the approved fees.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
69(e)	To appoint OIC/Addl.OIC in court cases & cases before statutory bodies and Arbitrator.	1. Managing Director 2. HOD / CS / CE / ZCE / Dy.CE / SE	Full Powers Full Powers to appoint OIC/Addl. OIC for cases pertaining to them. For lower courts up to DJ Courts.	
69 (f)	Appointment of Advocates. In court cases and cases before statutory bodies and Arbitrator.	1. Managing Director 2. HOD / CS/ CE / ZCE / Dy.CE / SE	Full Powers Full Powers to appoint advocates for cases pertaining to them, for lower courts up to DJ Courts from the approved panel on approved fees and upto fee of Rs.10,000/- other than approved fees in case of HOD.	
69(g)	To make statutory payments like license, registration and inspection fee etc.	Head of office/ Co. Secty.	Full Powers	

Note: Statutory payments can be made even in absence of budget provision, which may be sought in the RBE. In no case such expenditure made by the HOO will be placed as Misc. Advance.

Item No	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
70.	To award contracts for consultancy Charges	(i).Committee consisting of:	Full Powers.	

Item No	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		i. Managing Director ii. FA&COA / CAO iii. CE / Dy. CE – MM / SE MM / PP&M Wing 2. Managing Director 3. HOD / CE / ZCE	Rs. 5 lac. Upto Rs.2.5 lac (after call of tenders).	
71.	To condone delay in submission of claim by a supplier/contractor against any purchase/work order which has become time barred under Section 3 of the Limitation Act, 1963 if the supplier or contractor makes an application or request in this behalf.	MD in consultation with FA&COA / CAO 2. CE / FA&COA / CAO / Secy.(Admn) / ZCE / Dy.CE. 3. Concerned SE 4. Sr.AO / XEN concerned 5. AO / AEN	Claims above Rs.1,00,000/- Claims above Rs.50,000/- but upto Rs.1,00,000/- Claims above Rs.25,000/- but upto Rs.50,000/- Claims above Rs.10,000/- but upto Rs.25,000/- Claims upto Rs.10,000/-	
<p>Note: (i) The period of limitation shall be counted from the date on which the claim becomes due.</p> <p>(ii) In case any Supplier or Contractor is involved in more than one purchase/work order awarded by same or other authority of Nigam the Limitation Act, 1963 shall be applied for each purchase/work order.</p> <p>(iii) An indemnity bond in the prescribed format mentioning that the payment for which claim is submitted has not been received by him (Claimant) would also be necessary.</p> <p>(iv) The above powers are to be exercised after scrutinizing / vetting the cases by the Accounts Wing attached with the office.</p>				

Item No	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
72 (a)	To sanction expenditure on working lunch/dinner refreshment in the meetings of Board of Directors / Co-ordination Committee/HOD and others as may be approved by the MD.	1. Managing Director 2. Secty. (Admn.) / HOD/Co. Secty.	Full Powers Upto Rs.3,000/- in each case.	
72 (b)	Tea & Refreshments. (a) Official Meetings (b) VIP Visits Lunch/Dinners & Refreshments.	1. HOD 2. SE / Sr.AO/ Co. Secty. 3. XEN /AO 1. Managing Director 2. HOD	Upto Rs.1500/- p.m. Upto Rs.1000/- p.m. Upto Rs.200/- p.m. Full Powers Rs.300/- per member.	
73	To sanction expenditure on foundation stone laying/inaugural function at 33/11 KV Sub-Station.	Managing Director 2. HOD / ZCE	Full Powers Upto Rs.10,000/- in each case.	
Note: Where in such functions, the Chief Guest is the Honourable Governor and/or the Chief Minister, the expenditure ceiling would be double of the amount fixed, as above.				
74.	To sanction advance payment of line block and supervision charges etc. to the Railways.	1. Managing Director 2. ZCE 3. Circle SE	Full Powers Upto Rs.5.00 lac. Upto Rs.2.50 lac.	
75.	To sanction payment of charges for Electricity /Water / Telephone connections etc.	Head of the Office	Full Powers	
76.	To sanction repair of office equipments (including furniture) not covered under item No.68 (ix)	Head of office	Full Powers.	

**REVISED DELEGATION OF POWERS TO THE OFFICERS OF NIGAM IN CIVIL WING
(Effective From)**

Note: 1. The delegation is subject to administrative and technical sanction and budget provision.

2. The powers are to be exercised in concurrence with respective Accounts Authority.

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
1.	To accord tech. Sanction to the detailed original, revised or supplementary Estimates including deposit/contribution works subject to the condition that fresh Administrative sanction is sought if the detailed revised supplementary estimates exceed by 10% or where there are material deviation from the original proposals even though the cost of same may possibly be covered by saving on other items.	1. S.E. 2.XEN.	Full Powers Upto Rs.3 lac	
Note: The limits are exclusive of charges for contingencies and establishment and Tools and Plants.				
2.	To accord Admn. Approval for original civil works. I. For Admn. Bldgs.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. SE	Full Powers Upto Rs.2.00 lac	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	II.For Addition & Extension in Admn. Buildings.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii) SE (Civil) 2. S.E.	Full powers Rs. 50,000/-.	
Note: For addition and extension in rented buildings, these powers will be exercised by SE (Civil) for putting up temporary structure only.				
3.	To accord Admn. Approval for original civil works of Residential buildings subject to approved plan and site of colony place and approved design.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. S.E.	Full Powers Upto Rs.2.00 lac.	
4.	To accord Admn. Approval for addition, extension, alteration and improvements in the existing residential buildings subject to specific budget provision.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. SE	Full Powers Rs. 20,000/-	
Note: R&M budget provided shall not be utilized for this purpose.				
5.	To sanction advance payment to the State/Central Govt. Deptts. & State / Central govt. undertakings for execution of the Nigam's work including the jobs required to be performed for survey and	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil)	Full powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	investigation of the major and minor projects.	2. S.E. 3. XEN	Rs. 3.50 lac Rs.0.50 lac	
6.	To sanction advance payment to reputed firms/concerns other than Govt./Govt. undertakings for original works/rate contract work like maintenance of Elevators by OTIS, Air Conditioners of Voltas/Batliboi etc.	MD	Full Powers	
7.	To accord technical sanction for ordinary repair and maintenance including minor electric works	SE XEN	Full Powers. Upto a limit of budget allotment.	
8.	To sanction estimate for special repairs including electric works	Managing Director S.E. XEN.	Full Powers Upto Rs.2.50 lac. Upto Rs.1.25 lac.	
Note: Prior approval of Superintending Engineer (Civil) will be required if such special repairs warrants change from approved design.				
9.	To sanction payment without schedule of rates for Addl. items not provided for in a sanctioned estimates/tender	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. S.E.	Full Powers Upto Rs. 5000/- for each separate item but not exceeding Rs.30,000/- or 5% of total cost of work whichever is less.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note: 1. The overall value of work including such items should not exceed original financial powers.</p> <p>2. For justification, computation of price per unit analysis of rates should invariably be done to assess reasonability of rates.</p> <p>3. Such matters may also be reported to next higher authority.</p>				
10.	To pass excess over 'G' Schedule value of work (including premium) sanctioned by themselves or by higher authorities.	1. Managing Director 2. SE / XEN	Full Powers. Upto 20% of the amount of contract approved by themselves.	
<p>Note: 1. The next higher authority, shall have full powers in respect of tender / contract sanctioned by its lower authority provided such excess does not exceed technical estimate.</p> <p>2. If the cost of work according to the revised estimate exceeds the limit of their powers for according technical sanction, the estimate should be submitted to the next higher authority for sanction.</p> <p>3. The SE (Civil) will have full powers to sanction excess work in respect of contracts sanctioned by any lower authority.</p>				
11.	To sanction payment for additional item (extra items not included in 'G' Schedule but is / are existing in approved schedule of rates.	1. Managing Director 2. S.E. 3. XEN.	Full Powers. Upto 20% of the sanctioned estimate or Rs. 2 lac whichever is less. Upto 20% of the sanctioned estimate or Rs.25,000/- whichever is less.	
<p>Note:- 1. Reason for not including the item in 'G' Schedule will be reported to next higher authority.</p> <p>2. Sanction of next higher authority is required if value of extra item(s) exceeds 20% of technical estimate.</p>				

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
12.	To award tender for civil works including supply of material for these works.	<p>1. Committee Consisting of :</p> <p>i) Managing Director ii) FA&COA / CAO iii)SE (Civil)</p> <p>2. SE</p> <p>3. XEN</p> <p>1. Powers are subject to condition that the tender premium do not exceed the sanctioned estimate by more than 20%.</p> <p>2. If the tender premium exceeds the estimate more than 20% the powers will be exercised by the next higher tech. Authority. Where G Schedule is based on previous years BSR and tender received when evaluated to current BSR, do not show any increase over current BSR, then tender need not be referred to next higher authority provided it is certified that revised estimate has already been submitted to the competent authority for sanction.</p> <p>3. In case of item rate tender and</p>	<p>Full Powers</p> <p>Upto Rs.20 lac.</p> <p>Upto Rs.3 lac.</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		<p>tenders beyond value of Rs.3 lac, the XEN (Civil) shall obtain clearance from SE (Civil) before award of contract.</p> <p>4. When a higher tender (other than lowest) is accepted detailed reasons for not accepting the lowest tender(s) should be recorded and intimated to next higher tech. Authority.</p> <p>5. If a single tender is received in response of NIT, it should be submitted to the next higher authority to decide whether tender be re-invited or the single tender is accepted.</p> <p>6. The total financial powers shall be inclusive of excess and additional (extra) items being sanctioned by competent authority under other relevant delegation of power.</p>		
13.	To reject tender after recording reasons.	<p>Managing Director</p> <p>SS / XEN</p>	<p>Full Powers</p> <p>Full powers for the tender accepted by them.</p>	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
Note: In case of rejection of Tender on second and subsequent invitation, the same powers as indicated above will be exercised. A report will, however be sent to the next higher authority in these cases.				
14.	To undertake negotiations and sanction negotiated rates.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. SE / XEN	Full Powers Full powers to the extent of their power to sanction tender.	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
<p>Note: Negotiations shall be conducted subject to following conditions:-</p> <p>i) Negotiations shall be undertaken in exceptional circumstances . Negotiations will not make original offer made by the tenderer inoperative. The competent authority will have option to consider original offer in case the tenderer decides to increase rates originally tendered or impose new terms & condition. This may be made clear in writing while informing for negotiation.</p> <p>ii) Negotiation before advertisement for tender may be resorted to in case of small works.</p> <p>iii) Negotiation after tenders should be discouraged. It may however be undertaken only with the lowest tenderer in following circumstances:</p> <p>a) When ring rates/ pooled rates have been quoted by the tenderers.</p> <p>b) When the rates vary considerably & considered much higher than the prevailing market rate at the time of opening of tenders.</p> <p>c) Iv) Procedure of Negotiations:-</p> <p>(a) Before recommending/ conducting negotiations. Full justification should be recorded in writing giving comparative trend of rates of such tenders. Contractors should be briefed of reasons of negotiations to make it success.</p> <p>(b) Result of negotiation shall be recorded in the proceedings.</p> <p>(c) Negotiations will be conducted with the lowest tender only.</p> <p>(d) The lowest tenderer(s) shall be informed in writing either through messenger if they are local and by registered letters in case they belong to outstation. A minimum time of 7 days in case of tenderer being of outstations, and 3 days in case of local tenderers shall be given prior to negotiations. In case of urgency the competent authority may reduce this time provided the lowest tenderer has received the intimation regarding holding of negotiations. Reasons in such cases will be recorded. Note:- In case of non-satisfactory achievement of rates from lowest tenderer, the competent authority may choose to make a written counter offer to the lowest tenderer and if this is not accepted by him, the competent authority may decided to reject and reinvite tender or to make the same counter-offer first to the second lowest tenderer, then to the third lowest tenderer and so on in the order of intial bidding, and work order be awarded to the tenderer who accept the counter-offer.</p> <p>(e) In case (on unacceptable rates) the rates even after negotiations are very high, fresh tenders should be invited.</p> <p>d) .</p> <p>e) In</p> <p>f)</p>				

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
15.	To issue work order for original works upto Basic Schedule Rates (BSR) in emergency without inviting tender.	1. Managing Director 2. S.E. 3. XEN.	Upto Rs.1.00 lac Upto Rs.50,000/- Upto Rs.25,000/- Such powers should be exercised for recorded reasons. It is further stipulated that the powers for issuing work orders will not be exercised in normal cases but will be exercised in emergent cases and where exercise of such powers is beneficial to Nigam.	
<p>Note: 1. It is important to check the validity of the rates in the schedule from time to time by inviting bids for sufficiently large items of works covered by these rates.</p> <p>2. Copy of work order be simultaneously endorsed to next higher authority.</p>				
16.	To issue work order to other enlisted contractors without calling tenders on same rates and terms for remaining / unstarted works in cases where the original contractor fails to give stipulated progress and decision has been taken by competent authority as per conditions of the contract (including splitting up of such incomplete works with permission of SE (Civil).	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. SE/XEN	Full Powers Full powers to the original sanctioning authority.	
17.	To award contract for consultancy charges	1. Committee Consisting of : i) Managing Director	Full powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
		ii) FA&COA / CAO iii)SE (Civil) 2. S.E.	Upto Rs.1.00 lac (After call of Tenders)	
18.	To award contract to State/Central Govt. Deptt /Undertakings for work of Survey and Investigation for sanctioned project.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. Managing Director 3. SE	Full Powers Upto Rs.25 lac Upto Rs.1.00 lac	
19.	To award contract to other agencies for work of Survey and Investigation of sanctioned project.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. SE 3. XEN	Full Powers Upto Rs.1.00 lac Upto Rs.0.25 lac	
20.	To issue orders to original or repairs of civil works upto the sanctioned estimate rates, when no tender is received.	1. Managing Director 2. SE	Upto Rs.1.00 lac Upto Rs.0.50 lac	
Note: Work will be awarded to registered contractors only and at BSR rates and after recording emergency.				
21	To grant for recorded reasons an extension of time for the execution of works or supply of material or	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO	Full Powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	other performance of a contract.	iii)SE (Civil) 2. SE / XEN	Full powers with or without compensation in case of contract accepted by them provided that the approval of the next higher authority is obtained in case the extension exceeds by a period equal to the time allowed for execution in the original contract, provided there is no extra financial burden on the Nigam as a result of grant of extension.	
22.	To remit or reduce for recorded reasons the levy of compensation provided in the Agreements or contracts.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. SE	Full Powers Full powers in respect of contracts accepted by next lower sanctioning authority.	
23.	To revise the rate of contracts for agreements and to fix date from which the revision of rates should take effect.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil)	Full powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
24.	<p>a) To rescind contract for recorded reasons</p> <p>b) To rescind contracts where such cancellation does not result in any loss to Nigam.</p> <p>c) To withdraw work from the contractor under respective clause of the Agreement.</p>	<p>1. Committee Consisting of :</p> <p>i) Managing Director</p> <p>ii) FA&COA / CAO</p> <p>iii)SE (Civil)</p> <p>2. SE</p> <p>SE / XEN</p> <p>1. Managing Director</p> <p>2. SE /XEN</p>	<p>Full Powers</p> <p>Full powers for contracts accepted by next lower authority.</p> <p>Full powers to the limit of his power of acceptance of contracts.</p> <p>Full powers</p> <p>Full powers for contracts accepted by them.</p>	
25.	To make advance payment against procurement of steel and cement to firms of repute.	<p>1. Committee Consisting of :</p> <p>i) Managing Director</p> <p>ii) FA&COA / CAO</p> <p>iii)SE (Civil)</p> <p>2. SE</p>	<p>Full powers</p> <p>Upto purchase powers delegated under relevant delegation of powers.</p>	
26.	To sanction sale, disposal or demolition of a permanent building or structure declared	<p>1. Committee Consisting of :</p> <p>i) Managing Director</p> <p>ii) FA&COA / CAO</p>	Full Powers	

Item No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	2.	3.	4.	5.
	unsafe or unserviceable	iii)SE (Civil) 2. S.E.	Upto book value of Rs.50,000/-	
27.	To sanction removal / demolition of pucca structure to facilitate new construction as per approved plan/ layout.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) 2. S.E.	Full Powers Upto book value of Rs.1.00 lac	
28.	To accord Admn. approval for Misc. improvement of water supply system, sewerage system and roads etc.	1. Committee Consisting of : i) Managing Director ii) FA&COA / CAO iii)SE (Civil) SE	Full Powers Upto Rs.5.00 lac	