

JPD/Rules- 547

**JAIPUR VIDYUT VITRAN NIGAM LIMITED**

No. JPD/ Sr.AO(HQ)/AO/Rules/ F.60/D. 128

Jaipur, Dated: 17.04.09

**ORDER**

**Sub:- Amendment in the Delegation of Powers to the Officers (Civil wing).**

Pursuant to the decision taken by the Board of Directors in its 155<sup>th</sup> meeting held on 26.03.2009, it is hereby ordered to amend/substitute the existing Delegation of Powers to the officers of Civil-wing, as per Annexure-'A'


By order,

  
(K.L. Gupta)

Sr. Accounts Officer (HQ)

Copy submitted/forwarded to the following for information and necessary action:-

- (1) The Chief Engineer( ), JPD, \_\_\_\_\_
- (2) The Dy. Chief Engineer( ), JPD, \_\_\_\_\_
- (3) The Chief Personnel Officer, JPD, Jaipur.
- (4) The Addl. Superintendent of Police (Vig.), JPD, Jaipur.
- (5) The Chief Accounts Officer, JPD, Jaipur.
- (6) The Superintending Engineer( ), JPD, \_\_\_\_\_
- (7) The Secretary (Admn.)/Company Secretary, JPD, Jaipur.
- (8) The Sr. Accounts Officer ( ), JPD, \_\_\_\_\_
- (9) The Sr. Personnel Officer /Personnel Officer ( ), JPD, Jaipur.
- (10) The Executive Engineer ( ), JPD, \_\_\_\_\_
- (11) The Dy. Secretary (GAD), JPD, Jaipur.
- (12) The Public Relation Officer, JPD, Jaipur.
- (13) The Accounts Officer/Asstt. Accounts Officer( ), JPD, \_\_\_\_\_
- (14) The Asstt. Secretary/Estt. Officer ( ), JPD, Jaipur.
- (15) P.A to the Chairman and Managing Director, JPD, Jaipur.
- (16) P.A to the Director (Finance/Technical), JPD, Jaipur.

  
(M. P. Jain)

Accounts Officer (Rules)

M/F

**REVISED DELEGATION OF POWERS TO THE OFFICERS (CIVIL WING)**

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. CE / Dy. CE 2. SE 3. EE.	1. Full powers. 2. Rs. 10 Lacs. 3. Rs. 3 Lacs.	
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. Buildings.	1. Committee consisting of : a. CMD b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE 3. SE	1. Full powers. 2. Rs. 5 Lacs. in each case. 3. Rs. 2 Lacs. in each case.	
II. For Addition & extension in Admn. buildings.				
1. Committee consisting of : a. CMD b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE 3. SE				
2. Rs. 1 Lac in each case. 3. Rs. 0.50 Lac in each case.				
Note : For additional and extension in rented buildings, these powers will be exercised by CE / Dy. CE (Civil) for putting up temporary structure only.				

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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: a. C.M.D b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE 3. SE	1. Full powers. 2. Rs. 5 Lacs in each case. 3. Rs. 2 Lacs in each case.
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: a. C.M.D b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE 3. SE	1. Full powers. 2. Rs. 0.50 Lac in each case. 3. Rs. 0.20 Lac in each case.
Note : R&M budget provided shall not be utilized for this purpose.			
5	To sanction advance payment to the State/ Centre Govt. Depts. and State/Central Govt. undertakings for execution of the Nigam's work including the jobs required to be performed for survey and investigation of the major and minor projects.	1. Committee consisting of: a. C.M.D b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE 3. SE 4. XEN	1. Full powers. 2. Rs. 5 Lacs in each case. 3. Rs. 3.5 Lacs in each case. 4. Rs. 0.50 Lac in each case.
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/Baliboi etc.	1. C.M.D 2. CE / Dy. CE	1. Full powers. 2. Up to 100% in case of service & maintenance

			maximum of Rs. 2.50 Lacs in each case.	
7	To accord Technical sanction for ordinary repair and maintenance including minor electric works.	1. Dy. CE / SE 2. EE	1. Full powers. 2. Up to a limit of budget allotment.	
8	To sanction estimate for special repairs including electric works.	1. CE / Dy. CE 2. SE 3. EE	1. Full powers. 2. Rs. 2.5 Lacs in each case. 3. Rs. 1.25 Lacs in each case.	
Note : Prior approval of CE / Dy CE (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: a. C/P/D b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE 3. SE	1. Full powers. 2. Up to 10% of work order or Rs: 1 Lac whichever is less in each case. 3. Upto Rs. 5000/- for each separate item but not exceeding Rs. 30,000/- or 5% of total cost of work whichever is less, in each case.	
<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>				

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10 To pass excess over 'G' Schedule value of work (including premium) sanctioned by themselves or by higher authorities.

1. CMD
2. CE/ACE/Dy. CE / SE / EE
1. Full powers.
2. Upto 20% of the cost of contract approved by themselves.

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.  
 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.  
 3. The CE / Dy. CE (Civil) will have full powers to sanction excess work in respect of contracts sanctioned by any lower authority.

11 To sanction payment for addition item (extra items not included in 'G' Schedule but is/are existing in approved schedule of rates.

1. CMD
2. CE / Dy. CE
3. SE
4. EE
1. Full powers.
2. Upto 20% of the sanctioned estimate or Rs. 3 Lac whichever is less.
3. Upto 20% of the sanctioned estimate or Rs. 2 Lac whichever is less.
4. Upto 20% of the sanctioned estimate or Rs. 25,000/- whichever is less.

Note : 1. Reason for not including the item in 'G' Schedule will be reported to next higher authority.  
 2. Sanction of next higher authority is required if value of extra item(s) exceeds 20% of Technical estimate.

12 To award tender for civil works including supply of material for these works :

1. Committee consisting of :
  - a. CMD
  - b. Director (Finance)
  - c. CE / Dy. CE
2. CE / Dy. CE
3. SE
4. EE
1. Full powers.
2. Upto Rs. 50 Lacs in each case
3. Upto Rs. 20 Lacs.
4. Upto Rs. 5 Lacs.

**NOTE :**

1. Powers are subject to condition that the tender premium do not exceed the sanctioned estimate by more than 20%.
2. If the tender premium exceeds the estimate more than 20% the powers will be exercised by the next higher Technical Authority. Where 'G' Schedule is based on previous years B.S.R. and tender received when evaluated to current B.S.R., do not show any increase over current B.S.R., 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.
3. In case of item rate tender and tenders beyond value of Rs. 3 Lac, the E.E. (Civil) shall obtain clearance from S.E. (Civil) before award of contract. Similarly for tenders beyond value of Rs. 10.0 Lacs the S.E. (Civil) shall obtain clearance from CE/Dy. CE (Civil) before award of contract.
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.
5. If a single tender is received in response of N.I.T., it should be submitted to the next higher authority to decide whether tender be reinvited or the single tender is accepted.
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.

13 To reject tender after recording reasons.

1 CMD	1. Full powers.
2. CE / Dy. CE/SE/EE	2. Full power for the tender accepted by them.

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 : a. CMD b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE / SE / EE	1. Full powers.	2. Full powers to the extent of their power to sanction tender.
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Note : 1. The negotiations shall be conducted with all tenders except in cases where negotiations have to be resorted to for lowering of the rate only, these may be conducted with lowest tenderer only. However, when the lowest tenderer refuses to lower down the rate or if such reduced rate is also considered higher, the negotiations may be undertaken with all the tenderers including the lowest tenderer.

2. The negotiations would be held only after approval from the competent authority who has to approve the tenders.

such approval can be taken on telephonic/fax and recorded on the file. The negotiations are to be done as per existing rates and/or instructions in force.

15	To issue work order for original works up to Basic Schedule Rates (B.S.R.) in emergency without inviting tender.	<ol style="list-style-type: none"> <li>1. CMD</li> <li>2. CE / Dy. CE</li> <li>3. SE</li> <li>4. EE</li> </ol>	<ol style="list-style-type: none"> <li>1. Upto Rs. 1 Lac in each case.</li> <li>2. Upto Rs. 0.75 Lac in each case.</li> <li>3. Upto Rs. 0.50 Lac in each case.</li> <li>4. Upto Rs. 0.25 Lac in each case.</li> </ol>	
<p>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> <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 CE/Dy. CE (Civil)).	<ol style="list-style-type: none"> <li>1. Committee consisting of :               <ol style="list-style-type: none"> <li>a. CMD</li> <li>b. Director (Finance)</li> <li>c. CE / Dy. CE / SE</li> </ol> </li> <li>2. CE / Dy. CE / SE / EE</li> </ol>	<ol style="list-style-type: none"> <li>1. Full powers.</li> <li>2. Full powers to the original sanctioning authority.</li> </ol>	
17	To award contract for consultancy charges.	<ol style="list-style-type: none"> <li>1. Committee consisting of :               <ol style="list-style-type: none"> <li>a. CMD</li> <li>b. Director (Finance)</li> <li>c. CE / Dy. CE</li> </ol> </li> <li>2. CE / Dy. CE / SE</li> </ol>	<ol style="list-style-type: none"> <li>1. Full powers.</li> <li>2. Upto 1 Lac (after call of tender.</li> </ol>	



To award contract to State/ Central Govt. Dept./undertakings for work of Survey and Investigation for sanctioned project.	1. Committee consisting of: a. CMD b. Director (Finance) c. CE/Dy. CE 2. M.D. 3. CE/Dy. CE 4. SE	1. Full powers. 2. Upto Rs. 25 Lacs. 3. Upto Rs. 2.5 Lac. 4. Upto Rs.1.0 Lac.
19 To award contract to other agencies for work of Survey and Investigation of sanctioned project.	1. Committee consisting of: a. CMD b. Director (Finance) c. CE/Dy. CE 2. CE/Dy. CE 3. SE	1. Full powers. 2. Upto 2.5 Lacs. 3. Upto 1 Lac. 2. Upto 2.5 Lacs.
20 To issue orders to original or repairs of civil works up to the sanctioned estimate rates, when no tender is received.	4. BE 1. CMD 2. CE/Dy. CE 3. SE	4. Upto 0.25 Lac. 1. Upto Rs. 1 Lac in each case. 2. Upto Rs. 0.75 Lac in each case. 2. Upto Rs. 0.50 Lac in each case.
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 other performance of a contract.	1. Committee consisting of: a. CMD b. Director (Finance) c. CE/Dy. CE 2. CE/Dy. CE/SE/EE	1. Full powers. 2. Full powers with or without compensation in case of contract accepted by them provided that the approval of the next higher authority is

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		<p>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.</p>	
<p>22 To remit or reduce for recorded reasons the levy of compensation provided in the Agreements or contracts.</p>	<p>1. Committee consisting of:  a. CMD  b. Director (Finance)  c. CE / Dy. CE  2. CE / Dy. CE</p>	<p>1. Full powers.  2. Full powers in respect of contracts accepted by next lower sanctioning authority.</p>	
<p>23 To revise the rate of contracts for agreements and to fix date from which the revision of rates should take effect.</p>	<p>1. Committee consisting of:  a. CMD  b. Director (Finance) / CAO  c. CE / Dy. CE</p>	<p>1. Full powers.</p>	
<p>24 a). To rescind contract for recorded reasons.  b) To rescind contracts where such cancellation does not result in any loss to Nigam respective clause of the agreement.</p>	<p>a) 1. Committee consisting of:  a. CMD  b. Director (Finance)  c. CE/ACE / Dy. CE  2. CE / Dy. CE/SE  b) 1. CMD  2. CE / Dy. CE / SE / EE</p>	<p>a) 1. Full powers.  2. Full powers for contracts accepted by next lower authority.  b) 1. Full powers.  2. Full power to the limit of his power of acceptance of contracts.</p>	

25	To make advance payment against procurement of steel and cement to firms of repute.	1. Committee consisting of: a. CMD b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE / SE	1. Full powers. 2. Upto purchase powers delegated under relevant delegation of powers.	
26	To sanction sale, disposal or demolition of a permanent building or structure declared unsafe or unserviceable.	1. Committee consisting of: a. CMD b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE	1. Full powers. 2. Upto book value of Rs. 0.50 Lac in each case.	
27	To sanction removal/ demolition of pucca structure to facilitate new construction as per approved plan/layout.	1. Committee consisting of: a. CMD b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE	1. Full powers. 2. Upto book value of Rs. 1 Lac in each case.	
28	To accord Admn. approval for Misc. improvement of water supply system, sewerage system and roads etc.	1. Committee consisting of: a. CMD b. Director (Finance) c. CE / Dy. CE 2. CE / Dy. CE 3. SE	1. Full powers. 2. Upto Rs. 7.5 Lacs in each case. 3. Upto Rs. 5.0 Lacs in each case.	

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29	To award annual contract for up keep & maintenance including cleaning, maintaining sanitary & electric installations for residential coolers, complex, Rest Houses, Lawn and Gardens including substation yards etc.	1. CMD 2. CE / Dy. CE 3. SE 4. XEN 5. AEN	1. Full powers. 2. Rs. 5 Lac in each case. 3. Rs. 2 Lac in each case. 4. Rs. 1 Lac in each case. 5. Rs. 25,000/- in each case.	
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