RAJASTHAN URJA VIKAS NIGAM LIMITED
Corporate Identity Number (CIN)-U40104RJ2015SGC048738
OFFICE OF THE CHIEF CONTROLLER of ACCOUNTS
Regd.Office:-VIDYUT BHAWAN, JANPATH, JYOTI NAGAR, JAIPUR-302005
Email ID caoruvnl@gmail.com, ccoa.ruvnl@rajasthan.gov.in
Phone-141-2740970

No.RUVNL / CCOA /Sr.AO/ D. 437     Dated:- 16.05-2019

Order

The Board in its 30th meeting held on 13th May, 2019 has approved revised Delegation of Powers (DoP) in respect of RUVNL in supersession to the DoP issued earlier vide No.RUVNL/CAO/Control/D.2692 dated 23.12.2016. This is effective from 13.05.2019. All the officers have to exercise financial powers strictly to the extent the delegation provided with due prudence check.

(D.K. Jain)
Chief Controller of Accounts
RUVNL, Jaipur

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

1. The Director(Finance), RUVNL, Jaipur.
2. The Chief Executive Officer, RUVNL, Jaipur.
3. The Chief Engineer, RUVNL, Jaipur.
4. The Company Secretary, RUVNL, Jaipur.
5. The Superintending Engineer(Billing/RA/PP/S&M), RUVNL, Jaipur.
6. The Dy. Director(HR), RUVNL, Jaipur.
7. The Sr. Accounts Officer, RUVNL, Jaipur.
8. TA to Chairman, RUVNL, Jaipur.
9. TA to Managing Director, RUVNL, Jaipur.

(D.K. Jain)
Chief Controller of Accounts
RUVNL, Jaipur
DELEGATION OF POWERS

RAJASTHAN URJA VIKAS NIGAM LIMITED
(A Government of Rajasthan Undertaking)
Corporate Identity Number (CIN) - U40104RJ2015SGC048738
Vidyut Bhawan, Janpath Jaipur-302005

w.e.f. 13.05.2019
“When you delegate tasks, you create followers. When you delegate authority, you create leaders.”

Delegation of Powers (DOP), is one of the tool of empowerment, fostering fiscal discipline, prudent financial management and good governance. It is a guiding manual, which helps in taking prompt decision by right person at right time. More powers surely warrant more responsibility and accountability of those who are delegated with these powers. Its proper and judicious use helps in faster decision-making and in achieving better operational efficiency in the Nigam.

The earlier guidelines for delegation of powers for RUVNL was issued and implemented from 14.12.2016. The Govt. of Rajasthan has enacted RTPP Act, 2012 and issued RTPP Rules, 2013 with subsequent amendments to bring in the transparency in the procurement process. In the contemporary business scenario to allow greater autonomy in decision making for better efficiency at all management levels, some amendments have been made in the existing framework of Delegation of powers.

I sincerely hope and feel that, this compilation of Delegation of Powers shall serve the intended purpose in discharging the duties in more transparent and effective manner to achieve the Nigam’s objectives within the requisite timeframe.

Place: Jaipur
Date: 13.05.2019

Naresh Pal Gangwar
Chairman
RUVNL
PREAMBLE & GENERAL NOTES

PREAMBLE:

The earlier DOP of RUYN was issued and implemented from 14.12.2016. It contains two chapters.

- The Chapter 'I' deals with the general nature of powers for carrying out day to day operations of the Company.
- The Chapter 'II' deals with the specific nature of delegation of powers relating to power purchase/sale related activity.

Few existing powers need more clarity and delegation for smooth function requirements. In this context, it was considered appropriate to review/amend/modify the existing DOP.

The Powers in DOP are to exercised considering the general notes and specific notes mentioned against each DOP item, if any. The DOP should also be read in conjunction with various orders/circulars/manuals/RTPP Act & Rules as referred and as amended time to time before exercising various powers.

GENERAL NOTES:

1. Managing Director shall be fully empowered for any specific delegation not mentioned above relating to operational activities of the Company.
2. In case of any contradiction the financial limits for each procurement case and annual financial limits under various modes of procurements under RTPP Rules, 2013 (amended up to date) shall be adhered by procurements authorities.
3. Every procurements authority shall ensure availability of adequate budget in appropriate budget head for intended procurement of goods/ works/ services.
4. Revised A&FS and T5 of competent authority shall be taken as soon as practical once it is known that the expenditure will exceed 10% of the sanction. The revised approval of competent authority shall also be required for any major modification/revision in the already approved work which substantially changes the nature of work or adds any major element, even if does not result in exceeding the 10% limit.
5. As per Rules 68 of RTPP 2013, in case of single qualified for procurement by method of open of limited Bidding, the concerned procurement committee shall be competent to approve the procurement with justification note clearly including the views of accounts/ finance member of the committee.
6. As per Rule 68 of RTPP Rules 2013, procurement entity competent to decide procurement case as per delegation of financial powers, shall decide as to whether to sanction the single bid or re-invite bids after recording its reasons for doing so.

7. Procurement authority shall prepare the annual procurement plan for goods/ works/ services already planned/ envisaged in order to avoid the split for procurement. Split of procurement should not be done with the intention to change the mode of procurement.

8. RTPP Act/ Rule or any other order for the company shall be followed while pursuing the powers delegated.

9. All the power shall be exercised with the concurrence of concerned Accounts authority except the expenditures up to Rs.10,000/-

10. A&FS issuing authority before issue of A&FS for any good/service/work shall ensure that adoption of its procurement mode does not necessitate procurement by a higher procurement authority. In such case, A&FS shall be obtained from the authority competent to make the procurement.

11. MD, RUVNL in consultation with Director (Finance) is authorized to carry out minor changes in DOP in respect of constitution of procurement committee, addition in procurement officers, hierarchy of various procurement committees as per the requirement.

12. In case clarification of any the provisions of this DOP are required, MD in consultation with Director (finance) will be competent to do so.

***
# CHAPTER-I

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
<th>Extent of delegations</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>A</td>
<td>Administrative and Financial Sanction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>For purchase of furniture, computers and peripherals, software, Laptops, printers, scanners, Air conditioners, water purifier, Fax Machines, Photocopier &amp; all other electronic items/equipments and any other goods/services/work not mentioned /covered specifically in this DoP items.</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td>2</td>
<td>For purchase of vehicle for office use</td>
<td>Board of Directors</td>
<td>Full powers</td>
</tr>
<tr>
<td>3</td>
<td>For hiring of building for office use.</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td>4</td>
<td>For award contract for hiring of services of professionals/ consultants.</td>
<td>MD</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO in consultation with CCOA</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>For Hiring of vehicles</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td>6</td>
<td>For Hiring Computer along with Operator</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td>7</td>
<td>For repair of office/residential building involving alterations, additions, replacement, renovation or re-modeling</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td>8</td>
<td>For award annual contract for upkeep and maintenance including cleaning of premises of office building including sanitary, electrical, lawns and gardens, security arrangements, lift operators etc.</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO/CCOA/CE</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>For award Annual Maintenance Contract (AMC) for repair and maintenance of computers and peripherals, Laptops, printers, scanners, Air conditioners, water purifier, Fax Machines, Photocopier &amp; all kinds of electronic items and repair and maintenance of furniture.</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO/CCOA/CE</td>
<td></td>
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<td></td>
<td></td>
<td>SE/Sr. AO / DD (HR)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>For award contract for photocopy work, courier services, printing, binding, etc.</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO/CCOA/CE</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>SE/DD (HR)/Sr. AO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Authority</td>
<td>Limit</td>
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<tr>
<td>11</td>
<td>For purchase of office consumables like stationery articles, toner refilling/cassette, crockery, utensils, postage &amp; stamps, statutory registers, minutes book and minutes sheets etc.</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CE/CCOA</td>
<td>Up to Rs. 2.00 Lacs per annum</td>
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<tr>
<td></td>
<td></td>
<td>SE/CS/DD (HR)/Sr. AO</td>
<td>Up to Rs. 25000 per annum</td>
</tr>
<tr>
<td>12</td>
<td>For purchase of Maps, Books, Periodicals and Newspapers</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO/CE/CCOA</td>
<td>Up to Rs. 2.00 Lacs per annum</td>
</tr>
<tr>
<td>13</td>
<td>For payment of fees for training programme/Conferences/seminars/Workshops</td>
<td>MD</td>
<td>Full powers</td>
</tr>
</tbody>
</table>

**B. Procurement of Goods/ Services/ Works**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Authority</th>
<th>Limit</th>
</tr>
</thead>
</table>
| 1 | For purchase of furniture, computers and peripherals, software, Laptops, printers, scanners, Air conditioners, water purifier, Fax machines, Photocopier & all kinds of electronic items.  
  - Annual financial limits under various mode of procurement under RTPP Rules, 2013 (amended time to time) shall be adhered by procurement authority. | 1. Procurement Committee consisting of following:  
a) MD  
b) DF  
c) CEO/Director | Full powers |
|   |                                                                             | 2. Procurement Committee consisting of following:  
a) CE  
b) CCOA  
c) DD (HR) | Up to Rs. 2.00 Lacs per annum |
|   |                                                                             | 3. Procurement Committee consisting of following:  
a) SE  
b) Sr. AO | Up to Rs. 50,000 per annum |
| 2 | For purchase of vehicle for office use                                       | 1. Procurement Committee consisting of following:  
a) MD  
b) DF  
c) CEO/Director | Full powers |
| 3 | For hiring of building for office use                                        | 1. Procurement Committee consisting of following:  
a) MD  
b) DF  
c) CEO/ Director | Full powers |
| 4 | For award contract for hiring of services of professionals/consultants.      | 1. Procurement Committee consisting of following:  
a) MD  
b) DF  
c) CEO/ Director | Full powers |
| 5 | For hiring Chartered Accountants, Cost Accountant, Credit Rating Agencies etc. for professional services including internal audit, cost audit, tax related matters (advice, filing returns, appeals etc.), credit rating. | 1. Procurement Committee consisting of following:  
   a) MD  
   b) DF | Full powers |
|---|---|---|---|
| 6 | For Hiring of vehicles | 1. Procurement Committee consisting of following:  
   a) MD  
   b) DF | Full powers |
| 7 | To sanction hire charges for vehicles obtained from external sources in case the departmental vehicles are not available or additional vehicle is required without call of tender | 1. Procurement Committee consisting of following:  
   a) MD  
   b) DF | Full powers |
| 8 | For hiring of Computer with Operator | 1. Procurement Committee consisting of following:  
   a) MD  
   b) DF  
   2. Procurement Committee consisting of following:  
   a) SE  
   b) Sr. AO  
   c) DD (HR) | Full powers |
| 9 | For award annual contract for upkeep and maintenance including cleaning of premises of office building including sanitary, electrical, lawns and gardens etc. | 1. Procurement Committee consisting of following:  
   a) MD  
   b) DF  
   2. Procurement Committee consisting of following:  
   a) CE  
   b) CCOA  
   c) DD (HR)  
   3. Procurement Committee consisting of following:  
   a) DD (HR)  
   b) Sr. AO  
   c) XEN | Full powers |
| 10 | For award Annual Maintenance Contract (AMC) for repair and maintenance of computers and peripherals, Laptops, printers, scanners, Air conditioners, water purifier, Fax Machines, Photocopier & all kinds of electronic items and repair and maintenance of furniture. | 1. Procurement Committee consisting of following:  
   a) MD  
   b) DF  
   2. Procurement Committee consisting of following:  
   a) CE  
   b) CCOA  
   c) DD (HR) | Full powers |
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</table>
| 11 | For award contract for photocopy work, courier services, security services, printing, binding etc. | 1. Procurement Committee consisting of following:  
   a. MD  
   b. DF  
   2. Procurement Committee consisting of following:  
   a. CE  
   b. CCOA  
   c. DD (HR)  
   3. Procurement Committee consisting of following:  
   a. SE (PP)  
   b. DD (HR)  
   c. Sr. AO | Full powers  
   Up to Rs. 2.00 Lacs in a financial year  
   Up to Rs. 1.00 Lacs in a financial year |
| 12 | For purchase of office consumables like stationery articles tonner refilling/ cartridge, crockery, postage & stamps, statutory registers, minutes book and sheets etc. | 1. Procurement Committee consisting of following:  
   a. MD  
   b. DF  
   2. Procurement Committee consisting of following:  
   a. CE  
   b. CCOA  
   c. DD (HR)  
   3. Procurement Committee consisting of following:  
   a. SE (PP)  
   b. DD (HR)  
   c. Sr. AO | Full powers  
   Up to Rs. 2.00 Lacs in a financial year  
   Up to Rs. 1.00 Lacs in a financial year |

### C Electricity/Water/Telephone/Mobile phone/Internet Expenditure

<p>| | | | |</p>
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<tbody>
<tr>
<td>1</td>
<td>Sanction new Telephone connection / Mobile connection / Data dongle/Internet broad band/internet lease line/internet connection/ lease line connection, DTH connection</td>
<td>MD in consultation with DF</td>
<td>Full powers</td>
</tr>
<tr>
<td>2</td>
<td>Payment of Electricity &amp; Water charges</td>
<td>CE/CCOA/ SE/ Sr. AO/DD (HR)</td>
<td>Full powers</td>
</tr>
<tr>
<td>3</td>
<td>Sanction of Liveries, badges etc.</td>
<td>DD (HR)</td>
<td>As per norms</td>
</tr>
<tr>
<td></td>
<td>Publication &amp; Advertising Expenditure</td>
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</tr>
<tr>
<td>1</td>
<td>Release display advertisements (In Newspapers, Displays, Print Media, Digital &amp; Electronic Media)</td>
<td>MD</td>
<td>Full powers</td>
</tr>
<tr>
<td>2</td>
<td>Publication of NIBs, notifications, public notices, etc (in Newspapers, Journals, Official gazette, etc as per requirement)</td>
<td>MD</td>
<td>Full powers</td>
</tr>
</tbody>
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<thead>
<tr>
<th></th>
<th>Statutory charges /Professional fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To make payment of statutory charges /professional fee.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Meeting Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To sanction expenditure on working lunch /dinner/ refreshment for official meeting / VIP visitors.</td>
</tr>
<tr>
<td>2</td>
<td>To sanction expenditure on tea &amp; refreshment for official meeting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Procurement Process Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All the matters related to procurement process except power procurement including issue of NITs, opening of technical/financial bid, evaluation of technical/financial bid, extension of bid submission date and validity period, acceptance/release of bid security/performance security/award of contract etc. as per RTPP Act &amp; Rules.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Miscellaneous Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To sanction write off all irrecoverable advances, value of stores declared surplus or unserviceable</td>
</tr>
<tr>
<td></td>
<td>or obsolete or stolen or lost or damaged, etc. or to forego any irrecoverable revenue.</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| 2 | To declare any stores as surplus/unserviceable/obsolete and disposal of such items | 1. SE  
2. Sr. AO  
3. DD (HR) |
| 3. | Transfer of budget from one head to another | MD in consultation with DF  
Full powers |
| 4. | Refund of revenue/waiver of recoveries | MD in consultation with DF  
Full powers |
| 5. | Weeding out of old records | MD in consultation with DF  
Committee consisting of the following:-  
1. DD (HR)  
2. Sr. AO  
3. XEN  
Full Powers  
As per norms |

**G All kind of leave**

**a** To sanction all kinds of leave admissible under relevant regulations except study leave

(i) CE and above | MD | Full Powers  
Full powers in respect of officer and staff of technical wing |
(ii) other officials | CEO/Director  
DF  
CE/CCOA  
SE/ Sr. AO  
CS/DD(HR)/Sr.AO | Full powers in respect of officers & staff of Finance & Accounts Department  
Full powers in respect of officer up to the rank of XEN/ Sr. AO/etc. under their respective jurisdiction  
Full powers in respect of officer up to the rank of JEN/ AO/etc. under their respective jurisdiction  
Up to 2 months in respect of class-III & IV employees under their respective jurisdiction |

**b** To sanction study leave | MD | Full powers |

**c** To sanction foreign travel on personal reasons(other than official) | MD | Full powers |
<table>
<thead>
<tr>
<th>Chapter II</th>
<th>Power Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>To accord administrative approval for procurement and sale of short term power through bilateral arrangement/inter-state agreements, banking of power except sale/purchase of power through exchange and URS power to mitigate the gap between demand and availability or for replacement of costly power, renewable power for meeting RPO, under REC mechanism etc.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>To Sign Long term/medium term/short term PPAs/PSAs/TSAs</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Change in existing PPA/PSA/TSA having additional financial implication w.r.t. long term, medium term and short term PPA/PSA/TSA</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Purchase and sale of power through power exchange (Quantum of power and price) such as Day Ahead, Term Ahead (Intra Day, Day Ahead Contingency, Daily, Weekly) etc.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>To appoint Sr. Advocates/Advocates and appointment of Officer in-charge/Additional Officer in-charge in all court/judicial/quasi-judicial/arbitration cases/green tribunal/state commission/Boards/CERC/APTEL including sanction of payment of all type of legal expenses such as advocate fee, typing charges and misc. charges of Counsel / Sr. Counsel for defending Company’s case.</td>
</tr>
<tr>
<td></td>
<td>Description</td>
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<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Decision on Filing of Petition /review petition/ Appeal or no appeal in all courts/Forums including sanction of fee for filing petition/appeal</td>
</tr>
<tr>
<td>7</td>
<td>Sanction payment of fine/interest/fee (court/statutory amount)/Costs/decretal amount awarded by the Court/statutory Bodies.</td>
</tr>
<tr>
<td>8</td>
<td>Name change and other minor changes having no additional financial implication in existing PPA/PPA Assignments</td>
</tr>
<tr>
<td>9</td>
<td>Connectivity/Commissioning and all matters related to connectivity load shifting/feeder shifting/GSS shifting of Renewable Generators</td>
</tr>
</tbody>
</table>