



**SECTION- III**  
**ADMINSTRATIVE POWERS**

Sl No.	SUBJECT MATTER	EXTENT OF POWER	OFFICERS AUTHORISED TO EXERCISE POWERS	REMARKS
(1)	(2)	(3)	(4)	(5)
1.	Powers to acquire land ( excluding purchase from private parties ), Filing requisition with Land Acquiring Authorities.	Full powers	ED in charge of Project / HOP	1. Subject to the same being a) as per requirements of the project. b) within the approved project estimates, and c) within the award, if any, for payment of compensation.
2.	Hiring of Office accommodation (a) Renting of Building  (b) Repair and Maintenance of Buildings.	Full powers  Full powers  Full powers  Full powers  Rs.75,000/- p.a.	Director (Personnel) for C.O. / Director (Technical) for Co-ordination Offices  ED in charge of Project / HOP  ED in charge of Project / ED (S&I) /HOP / GM.(QC)/ GM (Coord)  Director (Personnel) for CO. / Director (Technical) for Co-ordination Offices  Co-ordinator	2. (a). Subject to the same being i) As per policy of the Corporation and ii) Reasonableness of rent is established.



3.	<p>Field Hostel/Transit Camp/Guest House :</p> <p>a) Hiring of accommodation:              At Projects              Others</p> <p>b) Repairs and Maintenance of accommodation in all cases except Co-ordination Office.</p> <p>c) Repairs and Maintenance of Coordination Office</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p> <p>Rs. 3 lakhs</p> <p>RS.75000/- p.a.</p>	<p>ED in charge of Project / HOP          Director (Personnel)</p> <p>ED in charge of Project / ED (S&amp;I)/ HOP/ GM (Coord) GM(QC) / HOD (D&amp;E)</p> <p>GM(ES) for CO</p> <p>Coordinator in the rank of Sr. Manager</p> <p>Coordinator in the rank of Manager</p>	
4.	<p>Storage Space:</p> <p>(a) Hiring / Leasing</p> <p>(b) Repairs and Maintenance</p>	<p>Full powers</p> <p>Full powers</p>	<p>ED in charge of Project / ED (S&amp;I)/HOP/ GM(QC)</p> <p>ED in charge of Project / ED (S&amp;I)/HOP / GM(QC)</p>	



5.	a) Purchase of furniture and Office equipment.	Full powers Full powers	Director (Personnel) IN C.O. ED in charge of Project / ED (S&I)/HOP/ GM(QC) / GM(Coord)/ HOD (D&E)	a) Subject to conforming to the scales/yardstick that may have been indicated by the Corporate Office.
	b) Purchase of furniture, fixtures, kitchen appliances and office equipment in Co-ordination Office.	Full Powers	Director (Technical)/ ED	b) Purchases should conform to the scales of furniture etc. laid down from time to time.
	c) Purchase of furniture for Guest House/ Transit Camp /Canteen			c) Procurement of Computer hardware and softwares shall be reported to the HOD (ITS) at C.O. periodically for record purpose.
	i. For initially equipping At Projects Others	Full Powers Full Power	Director (Technical) Director (Personnel)	
	ii. For subsequent Purchase	Full Powers	Director	
		Rs. 10 Lakhs	ED	
		Rs. 7 lakhs	GM	
	d) Purchase and upgradation, expansion of IT and Communication Infrastructure including Hardware, Software, peripherals, consumables etc.	Full Power Rs. 10 lakhs Full Power	Director (Technical) E.D. (ITS) at C.O. E.D. in charge of Project / HOP/ ED (S&I)/GM(QC)	



6.	<p>a) Repair, Maintenance and upkeep of furniture and fixtures, Office equipment, I.T./ Communication/ Network systems etc. other than in Co-ordination Office</p> <p>b) Repair, Maintenance and upkeep of furniture and fixtures, Office equipment, I.T./ Communication/ Network systems etc. in Co-ordination Office</p>	<p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p> <p>Rs.2 lakhs</p> <p>Rs.70000/- p.a.</p>	<p>HOD (Estate service) for CO.</p> <p>ED (ITS) for Computers, communication and other peripheral devices in C.O.</p> <p>ED in charge of Project /HOP/ED(S&amp;I)/GM(QC)/ GM(Coord)/ HOD(D&amp;E)</p> <p>Coordinator in the rank of Sr. Manager</p> <p>Coordinator in the rank of Manager</p>	
7.	<p>Hiring of Office equipment, furniture &amp; fixtures including fans, water coolers etc.</p>	<p>Full powers</p> <p>Full Powers</p> <p>Rs.70,000/- p.a.</p> <p>Rs.30000/- p.a.</p>	<p>ED in charge of Project /HOP/ED(S&amp;I)/GM(QC)/ GM(Coord)/ HOD(D&amp;E)</p> <p>GM(P&amp;A) for CO</p> <p>Coordinator in the rank of Sr. Manager</p> <p>Coordinator in the rank of Manager</p>	
8.	<p>Hiring of Vehicles</p>	<p>Full Power</p> <p>Upto ₹1.00 Lakh pa :</p>	<p>Director.</p> <p>ED / GM in Charge of Delhi Office</p>	



9.	<p>Insurance :</p> <p>i) Storage-cum-Erection Insurance</p> <p>ii) Fire Insurance</p> <p>iii) All vehicles.</p> <p>iv) Movable Assets including construction plant and machinery other than Storage-cum-erection insurance.</p> <p>v) Transit Insurance.</p> <p>vi) Cash including Fidelity Guarantee Insurance</p>	<p>Full powers</p> <p>Full powers</p> <p>Full Powers</p> <p>Full powers</p> <p>Full powers</p> <p>Full powers</p>	<p>Director</p> <p>Director</p> <p>Manager</p> <p>HOP/ GM(QC)/ HOD (D&amp;E)/GM(Coord)</p> <p>HOD (Estate Service Deptt.) for CO.</p> <p>ED / HOP/ GM(QC) / HOD(D&amp;E)/GM(Coord)</p> <p>HOP / GM(QC) / HOD(D&amp;E)/GM(Coord)/ Head of Finance of the Project / C.O.</p>	<p>Subject to conforming to the policy of the Corporation / Statutory requirements.</p> <p>The proposals relating to Fire Insurance, Storage-cum-Erection Insurance and Plant and machinery insurance shall be got approved from Corporate Office.</p> <p><i>The proposals shall be processed by the Contracts &amp; Procurement Cell in CO which shall put up the same to Director (Technical) for approval.</i></p>
10.	(i) Purchase of Newspaper / Magazines/ Journals etc. for Office, Guesthouse/field Hostels	<p>Full Power</p> <p>Rs.15000/- p.a.</p>	<p>ED in charge of Project/ HOP/ ED(S&amp;I)/ GM(QC) / GM(Coord) / HOD(D&amp;E) / HOD(PR) not below the rank of DGM</p> <p>HOD not below the rank of DGM</p>	



	(ii) Purchase of books, technical journals, periodicals, standards etc, including in electronic form.  (a) Corporate Central Library  (b) Project Libraries  (c) Departmental Libraries in C.O. and other Offices	Full powers  Rs.1.5 lakhs. p.a.  Full powers  Full Power	Director (Personnel)  In-charge of Library not below the level of DGM  HOP  HOD,s not below the rank of GM.	
11.	Charges for Postal /Railway charges /Railway parcels /Courier etc. /Electricity, water / Telephone /Telex /Fax /Wireless equipment./ Internet/ Cell phones / Other communication equipment including connection and maintenance thereof as per approved policy and norms.	Full powers	Full Power to GM / DGM in-charge of Administration for CO/ Officer in charge of these services not below the rank of Manager in Projects/ Co-ordination and other offices	
12.	Sanction for prepayment for Franking Machine units.	Full powers	HOD( E.S.Deptt.) at CO. ED in charge of Project / HOP .	
13.	(a) Sanction for installation of Official and Residential Telephones as per approved policy and norms of the Corporation.  Powers to approve waiver of charges	Full powers  Full powers	Director ED in charge of Project / ED (S&I)/HOP / GM(QC) /HOD(D&E)/ GM(Coord)  Director	Installation of Telephones is to be arranged by Incharge Admn. Corporate Office for the Officers of Corporate Office. The power may be exercised after necessary justification is furnished for such waiver.



	from residential telephones in excess of eligibility limit			[ Note : A report to be submitted to CMD's Office every month.]
14.	Sanction for installation/shifting Telex/Fax Machines.	Full powers  Full powers	ED in charge of Project / ED (S&I)/HOP / GM(QC)/HOD(D&E)/ GM(Coord)  GM(P&A) for CO.	
15.	Staff cars and vehicles – Repairs and Maintenance	Full Powers  Full Powers  Rs.50,000/ p.a.	GM Incharge - Transport Services in CO  ED in charge of Project / ED (S&I)/HOP / GM(QC)/HOD(D&E)/ GM(Coord)  Coordinator	
16.	Service / Maintenance Contract	Full powers Rs.10 lakhs Rs.5 lakhs Rs.2 lakhs	Director ED GM DGM	Normally, the contract should not be more than 1 (one) year. Extension in exceptional cases may be considered but not exceeding 50% of the period by the approving authority.
17.	Expenditure on ceremonial occasions, local festivals, dignitaries visit etc., except Independence Day, Republic Day and NEEPCO Raising Day, for which separate order shall be issued.	Rs 3 lakh per occasion subject to annual Ceiling of Rs 15 lakhs  Rs 1 lakh per occasion subject to annual ceiling of Rs 7 lakh	Director  ED in charge of Project / HOP / GM(Coord)/ HOD (D&E).	



18.	Printing, purchase of Office stationery and binding.	Full Powers  Rs.20,000/ per annum	GM In-Charge Stationary Cell at CO. ED in charge of Project / ED (S&I)/HOP / GM(QC)/HOD(D&E)/ GM(Coord)  Coordinator / Head of S&I Units	
19.	Purchase of petty/contingent / misc. items at Corporate Office	Full power  Rs 5,000/- per item subject to a ceiling of Rs 10 lakhs per annum	Directors  HOD not below the rank of GM	
20.	Miscellaneous petty and contingent Expenditure at Projects/ Units.	Full powers  Rs.5,000/- per item subject to a ceiling of Rs.5 lakhs p.a.  Rs.10,000/- in a year.	ED in charge of Project/ ED (S&I)  HOP/ GM(QC)  Coordinator / Head of S&I Units.	
21.	Powers to write off Stationery/Office equipment, furniture, books etc.	Rs.50,000/- in each proposal  Rs.20,000/- in each proposal subject to an annual ceiling of Rs.5	Director  ED	





		lakhs.  Rs.5000/- in each proposal subject to an annual ceiling of Rs.2 lakhs.  Rs.1000/- in each proposal subject to an annual ceiling of Rs.10000/- in a year.	GM (ES) / HOP/ GM(QC)/GM(Coord)  Co-ordinator	
22.	To empanel Attorneys, Solicitors, Counsels Arbitrators, Advocates other than service Matters.	Full powers	Director (Personnel)	On advice from Law Wing.
23	(a) To Contest, Institute, Conduct, Intervene, Defend any Suit, Appeal, Review, Revision, Writ Petition or any other legal proceedings by or against the Company or its employees or otherwise concerning the affairs of the Company in any Court and / or Quasi Judicial Authorities/Arbitration matters or before any other authorities.  (b) To refer any claims and/or demand by or against the Company for Arbitration.  (c) To sign and verify plaint, Written	Full powers	Director (Personnel)	



	<p>Statement, Affidavit, Objections, Memorandum of Appeal or any other Pleadings to be filed before any Judicial or Quasi Judicial Authorities Arbitrator, Tribunal or any other Authorities.</p> <p>(d) To enforce judgment, execute any decree or order of any Court Judicial or Quasi-Judicial Authorities, Award of the Arbitrator Tribunal or any other Authority and to take all the steps in furtherance of the same.</p>			
24.	To appoint Attorneys, Solicitors, Counsels, Arbitrators, Advocates Consultants from approved panels at approved rates of remuneration.	Full powers	Director (Personnel)	On advice from Law Wing.
25.	To sign Vakalatnama, complaints, written statements, affidavits, replies, claims, counterclaims etc. in any legal proceedings before a Courts of Law/Arbitrator, on behalf of the Corporation.	Full powers	DGM / Officer in charge of Law Wing not below the rank of Dy.Mgr .	Subject to instructions issued from time to time including specific sub-delegation and procedure to be followed in such cases.
26.	(i) Engagement of firms of Chartered Accountants for internal Audit and to sanction their remuneration.	Rs.12 Lakhs per annum	Director (Finance)	
	(ii)Engagement of Chartered Accountants/Consultants for accounting work/Preparation of	Rs. 12 Lakhs per annum Rs. 5 Lakhs per	Director (Finance) E.D.(Finance)/	



	Manuals etc. and sanction of remuneration	annum	GM(Finance)	
	(iii) Engagement of Statutory Auditors for tax audit and sanction of their remuneration.	Full Powers	Director (Finance)	
	(iv) Audit Expenses including holding of Auditors Meetings and Meeting in connection with audit etc.	Full Powers	E.D. (Finance) /GM(Finance)	
	(v) Engagement of firms of Chartered Accountants/ Company Secretaries /Advocates for Tax Matters/ Company Law matters/ physical verification of Stock /fixed assets etc. and sanction of their remuneration.	Full Powers Rs. 50,000/-in each case subject to a ceiling of Rs. 10 lakhs per annum.	Director(Finance) E.D.(Finance) /GM (Finance)	
	(vi) Engagement of firms of Chartered Accountants/Company Secretaries etc. for Certification work relating to Tax & Remittance of Foreign Exchange, CompanyLaw matters etc.	Full Powers Rs.20,000/- in each case subject to a ceiling of 5 lakhs per annum.	Director (Finance) E.D.(Finance) /GM(Finance)	
	(vii) Engagement of firms of Chartered Accountants etc. for Certification workRelating to Tariff Purpose.	Full Powers Rs.50,000/- in each case subject to a ceiling of Rs. 5 lakh per annum	Director (Finance) ED/GM(Commercial)/ ED/GM(Finance)	
	(viii)Miscellaneous legal/ arbitration	Full Powers	Director (Personnel)	On advice from Law Wing wherever



	expenses such as expenditure on obtaining legal opinion from outside legal experts. Attestation of affidavits. Power of attorney etc.	Upto Rs. 10,000/- in each case subject to Rs. 2 lakhs per annum  Upto Rs.5,000/- in each case subject to Rs.50,000/- per annum	ED  GM/HOP/HOD in C.O. Not below the rank of DGM	available.
	(ix) Summoning of witnesses	Full Powers	ED/HOP/HOD in C.O. Not below the rank of DGM	
27	Binding of Books and other related matters	Full Powers  Rs. 20,000/- p.a.	GM In-Charge Stationary Cell at CO. ED in charge of Project / ED (S&I)/HOP/ GM(QC)/ HOD(D&E)/ GM(Coord)  Co-ordinator	
28	To sign import licence applications on behalf of the Corporation.	Full powers	Executive not below the rank of Manager as may be nominated by Director.	Subject to letter of awards/acceptance and to the verification of Bill of Quantities to be imported
29.	Authorizing payment of cancellation charges for tickets.	Full powers	ED /HOP / HOD	Subject to tickets / bookings were made against approved tour programme.



30.	Approval for issue of Advertisements relating to Tender/Recruitment.	Full powers	ED/ HOP / GM (P&A).	Subject to guidelines and policy that may be issued from time to time.
31.	Sanction of expenditure for Official hospitality and declaration of Official guests.	Full Powers Rs.60,000/- Per F.Y Rs.50,000/- per F.Y. Rs.45,000/- per F.Y. Rs.30,000/- per F.Y Rs.30,000/- per F.Y	Director / CVO/ED(Proj.) / ED (O&M) / ED(C&P)  EDs HOPs GMs DGMs Coordinators	
32.	Sanction of advances for contingent Expenditure.	Full powers  Upto Rs.70,000 to an Executive  Upto Rs.25000 to an executive.	Director.  E .D  HOD (ES) / ED/ GM(QC) / GM(Coord)/HOP/ HOD(D&E).	
33.	Sanction of permanent recoupable imprest in each case.	Full Powers  Up to Rs. 10,000/-	Director  HOD (ES) for CO HOP/ GM(QC)/ GM(Coord)/HOD(D&E).	
34.	Sanction of expenditure on publicity, advertisement other than tender and recruitment.	Upto Rs.5 lakhs per annum  Upto Rs.25,000/- per	Director  ED in charge of Project /	Text of the advertisement as per standard format and if not available in consultation with PR wing.



		insertion subject to annual ceiling of Rs. 2 lakhs.	ED (S&I)/HOP/ GM(QC)/ HOD(D&E)/ GM(Coord)	
35	Sanction for supply of uniform, badge and liveries for entitled employees	Full Powers Full Powers	Director ED / HOP.	
(a)	Empanelment of advertisement agency /printers/Digital printers (for blow ups, Film/Documentary makers/photographers including production designed, on with or without rate contract.	Full Powers	Director (Personnel)	
(b)	Sanction of expenditure on production, design related to PR on approved rate contract.	Full powers Upto Rs.50,000/ per occasion subject a ceiling of Rs. 5 Lakh per annum	Director (Personnel) GM (P&A)/ HOD(D&E)/ GM(Coord)	
		Upto Rs. 5,000/- per occasion subject to a ceiling of Rs. 25,000/- per annum	SM(PR) / Manager (PR)	
(c)	Sanction of expenditure on participation in exhibition	Upto Rs. 5 lakh per occasion	Director (Personnel)	
		Up to Rs. 50,000/- per occasion subject to	HOP	



		annual ceiling of Rs of 2 lakh		
(d)	Sanction of expenditure on project model making, photography /videography /documentary film making of projects/functions including developing and printing of photographs, tracking of TV/Radio coverage and CD/DVD making with or without framing	Full Powers	ED in charge of Project/ HOP /GM(P&A)/ HOD(D&E)/GM(Coord)	
		Upto Rs. 3,000/- per occasion subject to annual ceiling of Rs. 25,000/-	Coordinator	
35 (1)	Approval of tours of press representatives to projects and others areas of operation /location	Full Powers	Director(Personnel)	
(2)	Sanction of expenditure on approved tours of press representatives to projects and others areas of operation/location.	Full Powers	ED in charge of Project/ GM(P&A)	
(3)	Sanction of expenditure on approved press conference/meet	Full Powers	ED in charge of Project /HOP/ GM(P&A)	
36	Constitution of TAC/POE / Techno-legal Consultants	Full Powers	Director (Technical)	



(a)	Conducting TAC/POE visits to the project and approval of associated expenses once the administrative approval for the formation of the Committee is accorded by the concerned Authority	Full Powers	ED/GM	The expenditure shall be chargeable to the respective project.
(b)	Approval for conducting Model Studies and specialized tests/tests from external institutions for investigations /construction /O&M/Geo-Tech/ R&D schemes.	Full Powers	Director (Technical) HOD(D&E) for design related issues  ED in charge of Project/ HOP for others	





37	(1) Preparation of AutoCad drawings, scanning, digitization of drawings/ documents and other documentation works carried out through outsourcing / external agencies at approved / reasonable rates.	Full Powers  Rs. 10,000/- in each case with an annual ceiling of Rs.1 Lakh.	HOD(D&E)/ HOD(Planning)/ GM(Coord)/HOP  DGM	Purchase beyond Rs. 20000/- in each case shall be got done through Proc. Division at Corporate Office.  Non-availability certificate from Stores/SD/IT&C etc. shall be obtained
	(2) Approval for purchase of consumable items related to production of design/drawings/ CAD drawings	Full Powers  Rs. 5000/- in each case with an annual ceiling of Rs. 20000/-	ED/GM  DGM	
	(3) Purchase of stationary/ computer stationary on grounds of urgency but not available with stores/IT&C/ Design division. (for the purpose of drawing.etc.)	Full Powers  Rs. 20,000/- in each case with an annual ceiling of Rs. 50,000/-	ED/GM  DGM	
	(4) Expenditure on printing of DPR	Full Powers	HOD (D&E) / HOD(Planning)	
38	To undertake social welfare activities in and around Project areas under CSR as per guidelines / schemes	Rs. 20 lakhs per annum Rs.6 lakhs per annum	Director (Personnel)  ED in charge of Project	
39	a) Signing of residential lease agreement, for and on behalf of Corporation. In respect of	Full Powers	Manager(P&A) in C.O.	



	<p>executives as per standard lease terms vetted by law Department</p> <p>b) Signing of lease deeds, for and on behalf of Corporation, for hiring accommodation other than residential (in consultation with Law Department).</p>	Full Powers	Head of P&A in other offices	
40	Sanction for sponsorship/co sponsorship of seminar, workshops, training programme, presentation, discussions including kits, stationery and course material including serving of lunch/dinner, tea, snacks etc. during the programme	<p>Up to Rs. 75,000/- on each occasion subject to Rs. 10 lakh per annum</p> <p>Upto Rs. 25,000/- on each occasion subject to Rs. 3 lakhs per annum</p>	<p>Director(Personnel)</p> <p>ED in charge of Project/HOD (D&amp;E)/ GM (Coord)</p>	
41	Sanction of Staff welfare expenditure on organizing sports cultural meets, functions, excursions, quizzes, tournaments etc. including expenditure on purchase hire of infrastructural facilities and equipments for above.	<p>Rs.10lakhs p.a</p> <p>Rs.2 lakhs p.a.</p>	<p>Director (Personnel)</p> <p>ED in charge of Project/GM(P&amp;A)</p>	
42	Approval for expenditure on Public hearing in connection with EIA/EMP studies/Land acquisition.	Up to Rs.2.50 Lakhs on each occasion subject to Rs.10 lakh per annum	HOD(Planning)	
43	Approval for entering into MOU including for deposit works such as	Full Powers	Director(Technical)	1. These powers shall be subject to requirement of the project/corporation,



	widening /improvement of roads/bridges, Catchment Area Treatment works, bulk power supply lines, associated maintenance works etc. including signing of deed/agreement & related documents on behalf of Corporation.			provision in cost estimates and availability of budget; formate of agreement to be vetted by Law Division.  2. Deposit works will be executed through departments/ board /corporation /agencies of Central/State Govt./ Statutory/ Autonomous bodies
44	Payment of Statutory Central & State duties/taxes/levies payable under relevant Act.	Full Powers	HOP	Subject to prior financial consultation at appropriate level & contractual provisions
45	Sanction of expenditure for various employee welfare activities	Rs.50,000/- per occasion subject to annual ceiling of Rs.5 lakhs  Rs. 15000/- per occasion subject to annual ceiling of Rs.2 lakhs.	Director (Personnel)  ED in charge of Project / ED (S&I)/ HOP / GM(QC) / GM (Coord)/ HOD (D&E)/ GM(P&A).	For welfare activities pertaining to Corporate Office and Offices at Delhi, Kolkata and Guwahati.

**URGENT LOCAL PURCHASES**

For urgent purchases, Local Purchases Committee (LPC) shall be constituted to affect the emergent purchases or purchases do not have specific specifications shall govern as follows:

Name of Local Purchase Committee	Committee Amount of total purchase	Appointing Authority/Approving Authority	Remarks
<u>LPC-1</u>	Sr. Manager-Chairman One member from Finance and one from Indentor not below the rank of Manager ----- Below Rs. 3 lacs	HOP/ GM(Tez)/HOD(Estate Services) /HOD (D&E)	The Committee shall survey the market and assess the stock available in the market and ask in written offers atleast from 3 vendors in sealed/pasted covers and after fulfilling codal formalities, preparation of comparative statement and reasonability of rates shall submit the proposal to approving authority After approval, Chairman of the Committee shall place the order.
<u>LPC-2</u>	Manager – Chairman One member from Finance and one member from Indentor not below the rank of Asstt. Manager ----- Below Rs.50,000/-	HOP/ GM(Tez)/HOD(Estate Services) /HOD (D&E)	-Do-