

DELEGATION OF POWERS

(Updated as on 10.10.2019)



ISO 9001 & 14001
OHSAS 18001

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(A Govt. of India Enterprise)

‘Brookland Compound’, Lower New Colony, Shillong 793003

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Abbreviations and their meaning :

CO	-	CORPORATE OFFICE
HOP	-	Head of the Project not below the rank of GM
HOD	-	Head of the Department not below the rank of GM
Coordinator	-	Coordinator not below the rank of Sr. Manager
Head of S&I	-	Head of Survey & Investigation Unit not below the rank Units of Sr. Manager



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GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS

1. The Delegation of Powers is required to be exercised with strict adherence to the provisions of the Companies Act, 1956, Memorandum and Articles of Association of the Company, relevant directives of the Central Government, policies, rules and regulations of the Company and the Budget as approved by the Corporation from time to time and the principles of financial propriety.
2. The powers delegated to an executive can be exercised by the executive above his level.
3. The powers indicated are subject to budget provisions and also provision in the Project Cost Estimate as approved by competent authorities.
4. Wherever financial limit has been prescribed, this shall mean up to and including that amount. All orders should indicate the reference of financial concurrence and approval of the competent authority.
5. The financial limits specified for purchase/ supply items are exclusive of taxes, duties, octroi, transportation etc..
6. Level of financial concurrence should be as per delegated authority in the DOP. Exception / clarifications required or difficulty faced, if any is to be relaxed with the approval of CMD.
7. “Full powers” wherever mentioned shall mean and include delegation of powers to the CMD only and shall in no case exceed the powers delegated to the CMD.
8. In exceptional circumstances, wherein an immediate decision in any matter not delegated is required on account of safety of the assets of the Corporation, or to prevent damages and losses to assets and within the ambit of operational efficiency and necessity, the Officer can exercise powers delegated not exceeding the next level above him, up to the powers delegated to ED and send a report immediately to the concerned officer for ex-post facto approval as early as possible but within 7(seven) days. The power may only be exercised when senior level officer cannot be contacted and their decision cannot be obtained. This will not apply to the powers relating to the modification in terms of contract, payment to supplier/contractor, award of contract (except work orders) or similar nature, which can await the decision of the concerned officer.



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9. For better control, all proposals of various offices of the project are to be first cleared from the office of the HOP. Powers can then be exercised by respective subordinate officials with finance concurrence.
10. Financial Power given to HOP and other functionary groups at Project as per DOP shall be exercised after due vetting by the Head of Project (Finance) not below the level of Sr. Managers (F&A). In Projects where Head of Finance is below the level of Sr. Manager (F&A), specific relaxation shall be given on request of the concerned HOP.



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Policy Guidelines of Financial Concurrence (Approved on 161st Board Meeting dtd.24.03.2008)

Preamble

The objective of these guidelines is to protect financial interests in decision making while ensuring financial propriety as a part of internal control system. The internal control is exercised through the vetting and concurrence by Finance department so that decision making is in accordance to the policies, guidelines, rules, regulations, provision of budgets etc. and to ensure the decision is beneficial to the Company

The financial concurrence facilitates achievement of transparency in the decision making which is subject to the scrutiny of various government agencies like audits etc.

Guidelines

1. Financial Concurrence - Procedural Aspects.

- The financial concurrence shall be prior to the approval by final approving authority. It will be done by a delegated officer of the F&A Wing.
- All proposals requiring approval of Chairman /Board shall be first concurred by head of finance of the concerned Division followed by concurrence by Director (Finance). In the absence of Director (Finance), finance concurrence will be accorded by the Executive Director (Finance).
- In case of disagreement between the views of the concurring authority and approving authority, the approving authority may overrule the advice of the concurring authority and record the reasons in writing. However, such cases shall be brought to the notice of the authority one level higher than the approving authority. The one level higher authority shall not be below the level of Chief General Manager.
- In case where either the required financial concurrence is not taken or the intimation regarding the over ruling of the advice of the concurring authority is not brought to the notice of the authority one level higher than the approving, such approvals shall not be considered as approval and approving authority shall personally be liable for all consequences.
- The Chairman may add any item to the list which in his opinion requires financial concurrence.
- To provide flexibility and to meet the administrative requirements, the financial concurrence within the competence of Head of Finance may be sub delegated by Divisional Finance, HOD's to the officers subordinate to him with the approval of Director (Finance).



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2. Matters Requiring Financial Concurrence.

All matters bearing financial implications shall require financial concurrence such as :

2.1 Budget

- Capital & Revenue Budget
- Reappropriation of Capital & Revenue Budget

2.2 Capital Investment

- Proposal for Capital Investments in new schemes & Revised Capital Cost of the approved schemes.

2.3 Works, Purchases & Sales

- Estimates for works/purchases - more than ₹ 1 lakh
- Evaluation and acceptance of tenders including commercial terms & conditions.
- Issue of works/purchase orders - more than ₹ 1 lakh
- Negotiations with tenderers regarding price and. /or the terms & conditions of the contract (subject to CVC guidelines/clarifications).
- Variations in the standard terms & conditions of contracts
- Any change in the quantity, terms and conditions and scope of the concluded contracts.
- Any changes in the rates of concluded contract (excludes impact of statutory changes as per contract) agreed to in the approved contract.
- Advance payment to contractors/suppliers with or without security
- Termination of contracts



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2.4 Claims, write offs & Waivals.

- Referring disputes for arbitration or initiating court cases
- Settlement of disputed claims outside the court of law
- Grant of compensation to any party (excludes statutory requirement)
- All write off of losses, book debts, claims, recoverables and advances.

2.5 Personnel

- Proposals involving variations with reference to the existing wages structure, emoluments, perquisites and service rules including negotiations with Unions on such matters.
- Sanction of recoverable advance to employees in excess of budget provisions.
- Payments to employees in respect of matters not covered by specific rules including ex-gratia payment.

2.6 General

- Price fixation of products/materials/services(including discounts, rebates and incentives to customers) for sale
- Expenditure on publicity schemes
- Contribution to External Agencies
- Fixation of rent for quarters, lands, building etc. belonging to the Corporation
- Hiring of office accommodation, plant & machinery etc.
- Advance payment to outsiders with or without security
- Permitting credit arrangements for outside parties
- Disposal of materials – Surplus or otherwise



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- Material arrangements
- Sanction of imprests and arrangements relating to handling of cash
- Matters relating to the change in the accounting systems

3. Matters Not Requiring Financial Concurrence.

Following matters are specifically excluded from financial concurrence.

3.1 Works and Purchases.

- Orders for work and purchases of ₹ 1 lakh and below.
- Financially vetted estimates prepared on the basis of Project Schedule of Rates for Work orders would not require financial concurrence for award of work order.

3.2 Personnel

- Sanction of advances, benefits and payments to employees within the rules & regulations and approved schemes of the Corporation.

3.3 General

- Legal charges and other professional fees upto ₹ 50000/- in each case.
- Expenses incurred on tender publication, Publication of notices as per the norms of the Corporation and advertisement for recruitment.
- Other advertisement upto ₹ 5 lakhs.
- Publicity expenses upto ₹ 1 lakhs



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4. Financial Concurrence – Scope Limitations

- In order to avoid duplication of jobs, the following shall not be within the scope of financial concurrence and the project initiating department/agency shall be wholly responsible for:
- Arithmetic accuracy of all calculations indicated in the proposals.
- Factual accuracy of technical analysis and assumptions thereof as indicated in the proposal.
- Factual accuracy of technical, statutory requirements and their compliance like explosive Rules, Factory act, Environmental Acts, various Safety Rules etc.

5. Changes in Guidelines.

Any changes in above guidelines can be approved by Director(Finance) considering exigencies of work, nature of transaction, need and extent of financial concurrence requirement, adequacy of internal control system etc.



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POWERS DELEGATED TO THE CHAIRMAN & MANAGING DIRECTOR

The following powers delegated by the Board of Directors to the Chairman and Managing Director, NEEPCO Ltd., in their **191st** Meeting held on **20.11.2012** :

1. “RESOLVED THAT subject to the observance of the provisions of the Companies Act, 1956 the Memorandum and Articles of Association of Company, relevant directives of the Central Government applicable to the Company, policies, rules, regulations and budgets as may be approved by the Board of Directors from time to time and principles of financial propriety and subject to the general supervision and ultimate control by the Board of Directors , the Chairman & Managing Director be and is hereby authorized to exercise all or any of the powers vested in the Board for the management and administration of the company, except on matters as set out in Annex ‘A’ in respect of which prior approval of the Board of Directors/Government will be necessary.
2. “RESOLVED FURTHER THAT in special circumstances, where, in his opinion and immediate decision on any matter on items included in Annex ‘A’ is essential, the Chairman and Managing Director may within the ambit of operational necessity and efficiency or to meet an emergency , take decision on behalf of the Board provided, however, that report would be made to the board and its ex-post facto approval obtained, wherever necessary.
3. “ALSO RESOLVED THAT the Chairman & Managing Director be and is hereby delegated full powers to institute, conduct, intervene, defend, compromise, abandon or compound any suit, appeal review, revision, writ petition or other proceedings by or against the company or its employees or otherwise concerning the affairs or the company in any court and /or quasi-judicial authorities, to refer any claims and /or demands by or against the company, to arbitration/and observe and perform the awards, to sign the verify complaints, written statements, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi judicial authorities of arbitrator to enforce judgment, execute any decree or order of any judicial or quasi-judicial authorities to satisfy the same and /or to realize or withdraw money from any court, persons or authorities in execution of such decree or order and to sign vakalatnamas etc.
4. “FURTHER RESOLVED THAT the Chairman & Managing Director be and is hereby authorized to sub delegate all or any of the powers conferred upon him to full time Directors, executive Directors, Chief General Managers and other officers under him subject to general supervision and ultimate control/due control being retained by him and further subject to such conditions as he may deem fit, consistent with the need for prompt, effective and efficient discharge of responsibilities entrusted to such a Director/officer.



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ANNEX 'A'

POWER EXCLUDED /EXCEPTED FROM THE DELEGATION OF POWER TO THE CHAIRMAN AND MANAGING DIRECTOR NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

In addition to the matters requiring the approval of the President as set forth in the Articles of Association of the Company, the following will require the sanction/approval of the Board of Directors, Government or General body of shareholders:-

1. BUDGET

- a. Annual budget estimates and revised budget estimates for capital expenditure.
- b. Annual budget estimates and revised budget estimates for revenue account for operational expenditure.
- c. Budget requirement for five year plans.

2. PLANS

- a. Annual Plans.
- b. Five –year Plans.
- c. Long term Plans.
- d. Corporate Plans.
- e. Resource mobilization Plans.

3. ACQUISITIONS

Acquiring shares, stock, securities etc. of other Companies or Undertakings other than in Government guaranteed securities for short term and in duly registered Employees consumer co-operative societies.

4. CAPITAL ESTIMATES

- a. Feasibility reports, project reports, detailed project reports and estimates as a whole for the plant/project township or for expansion of existing facilities, of plant and township or for establishment of new units and facilities exceeding ₹ 100 crore.
- b. Any capital expenditure above ₹ 50 crore including additions, alternations, modifications, to or replacement of an existing asset and other items which have not been specifically included in the approved capital budget for the year within overall budget limit.



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- c. Deviation of more than 10% from the estimates for any component part of a project for which component wise sanction has been accorded by the Board/Government.

5. PROCUREMENT OF WORKS, PROCUREMENT OF GOODS AND APPOINTMENT OF CONSULTANTS

- a-i Issue of letter on intent, or award of contract for works of value exceeding ₹ 100 crore, forming a component of Project already sanctioned or where investment decision has been taken by Government. However, all proposals for pre-qualification of contractors for works estimated to cost more than ₹ 100 Crore shall be approved by CMD, after the same have been processed by the Contracts Department in association with Finance and Engineering and routed through concerned Director and Director (Finance).
- a-ii Issue of letter on intent or award of supply order or contract for procurement of goods of value exceeding ₹ 100 crore forming an item of a project already sanctioned or where investment decision has been taken by the Government.
- a-iii Making a commitment in respect of (i) and (ii) above.
- a-iv Award of consultancy contracts exceeding ₹ 2 Crore for approved items.
- b) Agreement involving foreign collaboration/foreign consultancy proposed to be entered into by the Company irrespective of the consideration involved. CMD can award Foreign Consultancy Contracts also upto ₹ 2 Crore subject to the condition that the Technical Expertise for which the Consultancy is sought from foreign consultant is superior than that is available in India.
- c) Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s) substitution of one item in the BOQ by another in the BOQ and deviations from the terms of the contract resulting cumulatively in an increase in the contract value of the Contracts approved by the Board by more than 25% or whichever is less of the limits given below:

Sl No	Value of the Contract	Limits.
1.	Upto ₹ 600 Crores	₹ 100 Crores
2.	Upto ₹ 1000 Crores	₹ 150 Crores
3.	Above ₹ 1000 Crores	₹ 200 Crores

This is excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.



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- d) Payments of idle charges, hire charges and interest to contractor for delay not attributable to contractor and not covered by force majeure of value more than ₹ 5 crore.
- e) Acceptance of disputed claims over the value of ₹ 5 Crore.
- f) The following items are subject to approval of a Committee of Directors as constituted by the Board of Directors.
 - (i) Award of LOI/contracts or making commitments referred to at a 5(a) (i),(ii) and (iii) for contract amounts exceeding ₹ 100 crore but not exceeding ₹ 200 crore.
 - (ii) Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s) substitution of one item in the BOQ by another in the BOQ, and deviations from the terms of the contract resulting cumulatively in an increase in the contract value of the Contracts approved by the Board by more than 25% but within ₹ 200 Crore (₹ 300 Crore w.r.t. Kameng Hydro Electric Power Project subject to approval of the Sub-Committee of the Board of Directors as constituted by the Board of Directors), excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.
 - (iii) Payments of idle charges, hire charges and interest to contractor for delay not attributable to contractor and not covered by force majeure of value more than ₹ 2 crore but not exceeding ₹ 10 Crore.
 - (iv) Acceptance of disputed claims over the value of ₹ 2 Crore but not exceeding ₹ 10 Crore.

6. PERSONNEL

- i) Framing of recruitment policies, promotion policies, voluntary retirement schemes including liberalized voluntary retirement schemes, disciplinary rules and procedures, excluding those which are routine and procedural in nature or involving expenditure or concessions to the extent of ₹ 1 Crore in a year.
- ii) Creation of posts of Deputy General Manager (E-7) or equivalent and above.
- iii) Formulation of any changes in wage structure and scales of pay of employees of the company.



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- iv) Policy matters relating to HRA, CCA, DA, Traveling, other allowances, Bonus/Ex-gratia in lieu of Bonus amenities and fringe benefits.
- v) Changes in policies.
- vi) Man power Budget.

7. ACCOUNTS

- i) Acceptance of annual/semi annual profit and loss accounts.
- ii) Declaration of dividend.

8. POWER TO INVEST

To invest the surplus funds of the Corporation aggregating to more than ₹ 25 crore other than in accordance with the guidelines issued by the Deptt. of Public Enterprises from time to time.

9. POWER TO BORROW

To borrow money for purposes other than the working capital requirements on the hypothecation of company's current assets (Borrowing for working capital requirements will be within the competence of CMD subject to adherence to guidelines and policies laid down by the Board).

10. WRITE OFF

- i) To write off any items of stores, equipment tools, plant and materials resulting in a net loss of more than ₹ 25 lakhs in each case.
- ii) To write off any shortages of cash exceeding ₹ 50, 000 in each case.
- iii) To write off any demurrage/ wharfages /port charges etc exceeding ₹ 50 lakhs in a year for each project.



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- iv) Demolition and write off of Temporary buildings not required by the Projects/Power Stations beyond ₹ 2.5 crore in original cost for each Power Station/Project.

11. GENERAL

- i) Grant of compensation to other than Company employees, arising from any cause, above ₹ 25 lakhs in each case.
- ii) Sale or alienation including mortgage in any form of any immovable property vested in the Company.
- iii) Any grant or donation or ex-gratia payment, not arising from recognized rules relating to amenities and welfare, over ₹ 50,000/- in each case.
- iv) Settlement of claims against the Company from any cause not provided for in any other items mentioned above exceeding ₹ 10 lakhs in each case.
- v) Policy for allotment of land to outside parties.
- vi) Any expenditure beyond the scope of objective of the Corporation.
- vii) The power to sell, lease or otherwise dispose off the whole of the undertaking, any of its undertaking or substantial part thereof.



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SECTION – I WORKS AND PROCUREMENT POWERS

(All Amounts in ₹)

Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
1.	Technical sanction to detailed estimates(for approved projects)	Full power	Full power	15 crores	75 lacs	a) The delegation is for the components of a project or for sub-packages constituting a component as provided in the project report/cost estimate. b) The tender specifications and Bill of Quantities shall be drawn by the Design Wing or any other group/groups considered essential by the Competent Authority. c) Where the variance between FR/DPR and the actual cost estimate is over 10% or ₹ 100 lacs in each package/sub-package for which the cost estimate has been prepared, quarterly report shall be submitted to D(T).
2.	(a) Approval/acceptance of lowest tender in respect of works including erection through open tender a. Construction b. O&M Plants c. S&I	25 crores 15 Crores 5 Crores	15 crores 10 Crores 4 Crores	10 crores 5 Crores 2 Crores	75 lacs 50 Lacs 25 lacs	a) Tenders will be invited by the respective Contracts Wing of the Corporation only after the approval of the cost estimate is accorded. b) Enquiries are required to be issued for open tenders. In case of open press advertisement, press tender in the local press and national press is required to be done where the estimated value is above ₹ 10 lacs and 25 lacs respectively. (c) Acceptance of tender for award of work which is more than 25% of the estimate shall be approved by the next higher authority. (d) In case the valid offer received is less than three , then the fact be bought to the notice of next higher authority before opening of bids. Approval of next higher authority is required except in case of award of proposals falling within the power of Director.



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SECTION - I

Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
	(b) Limited tender for works (to be invited in case of urgency having limited source, in unavoidable circumstances with the approval of next higher authority. a. Construction b. O&M Plants c. S&I	5 crores 3 crores 2 crores	3 crores 2 crores 1 crores	1 crores 1 crores 50 lacs	15 lacs 15 lacs 10 lacs	a) Limited tender enquiries are those issued for requirements which do not fall under open tender category or are required due to urgency or for specialised jobs, to not less than five tenderers whose names have been maintained in a list based on past experience or experience or current offers. b) The number and names of parties selected for issue of limited tender enquiry shall be approved by the next higher authority. D(T) will be self approving authority. c) If less than 3 valid quotations are received against limited tender then the same will require the approval of next higher authority. d) If only one valid quotation is received then it will be regulated as award of work without call of tender
3	Award of work without call of tender	3 crores	1 crore	50 lacs	5 lacs	Urgency is required to be established and recorded and finance concurrence to be obtained.
4	i) Purchase of Materials Open tender	10 crores	7.5 crores	3 crores	35 lacs	a) Enquiries are required to be issued for open tenders. In case of open press advertisement, press tender in the local press and national press is required to be done where the estimated value is above ₹ 10 lacs and 25 lacs respectively. b) Acceptance of tender for award of work which is more than 25% of the estimate shall be approved by the next higher authority. c) In case the valid offer received is less than three , then the fact be bought to the notice of next higher authority before opening of bids. Approval of next higher authority is required except in case of award of proposals falling within the power of Director



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SECTION - I

Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
	ii) Purchase of Materials Limited tender	3 crores	1.5 crores	50 lacs	15 lakhs	a) Limited tender enquiries are those issued for requirements which do not fall under open tender category or are required due to urgency or for specialized jobs, to not less than five tenderers whose names have been maintained in a list based on past experience or experience or current offers. b) The number and names of parties selected for issue of limited tender enquiry shall be approved by the next higher authority. D(T) will be self approving authority. c) If less than 3 valid quotations are received against limited tender then the same will require the approval of next higher authority. d) If only one valid quotation is received then it will be regulated as award of work without call of tender.
	iii) Award of supply without call of tender or against single tender	2 crores	75 lacs	40 lacs	Nil	Procurement to be made against Proprietary Article Certificate(PAC), for source standardisation or in case of urgency. Proprietary Article Certificate shall be approved by HOP. Source standardisation or urgency should be established/ justified and recorded.
5	Award of contract for supplies of maintenance spares and works (services) including consumables such as lubricants, chemicals etc. (a) against single offer of BHEL, other PSUs, original equipment manufacturer or authorised dealers of oems and proprietary items (for power station equipments only).	5 crores	1 crores	50 lakhs	10 lakhs	Before taking any procurement action, the O&M estimate is required to be sanctioned by the Project Head (CGM/GM) at the start of the financial year. a) Items to be procured should be earmarked even if on “broad head” in the O&M estimate. b) Quantity justification to be recorded. c) Proprietary Article Certificate (PAC) is required to be approved by the Head of Project not below the level of GM.



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SECTION - I

Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
	(b) award of contract for supplies of maintenance spares and works (services) including consumables such as lubricants, chemicals etc. other than sl.5(a) above on ground of urgency/ source standardisation (for power station equipments only)	2 crores	1 crores	50 lakhs	10 lacs	a) Before taking any procurement action, the O&M estimate is required to be sanctioned by the Project Head (CGM/GM) at the start of the financial year. b) Items to be procured should be earmarked even if on “broad head” in the O&M estimate. c) Quantity justification to be recorded.
6	Award of contract for maintenance spares, tools & other spares (except power station equipment) a). On open tender i) From manufacturer of original equipment	2 crores	1 crores	50 lakhs	10 lakhs	
	ii) From others on ground of urgency	1 crores	50 lakhs	25 lakh	5 lakh	
	(b) Acceptance of single tender on open tender From manufacturer or others on grounds of urgency	1 crores	50 lakh	25 lakh	5 lakh	



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SECTION - I

Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
	(c). Acceptance of limited tender on urgency (having limited source and due to unavoidable circumstance; to be brought on record)	1 crores	50 lakh	25 lakh	5 lakh	(a) Limited tender enquiries are those issued for requirements which do not fall under open tender category or are required due to urgency or for specialised jobs, to not less than five tenderers whose names have been maintained in a list based on past experience or experience or current offers. (b) The number and names of parties selected for issue of limited tender enquiry shall be approved by the next higher authority. D(T) will be self approving authority. c) If less than 3 valid quotations are received against limited tender then the same will require the approval of next higher authority. d) If only one valid quotation is received then it will be regulated as award of work without call of tender
7	Purchase of Cement/Steel					
	a) Open Tender	10 crores	7.5 crores	3 crores	Nil	a) Cement will be procured in rake-loads against open tenders to be finalised once a year and to be invited from reputed manufacturers having BIS registration, as per annual requirements to be submitted in monthly form by respective projects. Cement will also be procured in small quantities from local Dumps of the manufacturers whenever requirements do not make rake –load
	b) Limited Tender	5 crores	2Crores	50 lacs	Nil	b) Tenders invited from Empanelled manufacturer/ or their authorized dealer will be regulated as per Cl.7(a) i.e Open Tender.
	c) Offer Basis(Without call of Tender)	3 crores	50 lacs	25 lacs	Nil	c) On urgency procurement may be made on offer from any empanelled / or their Authorised dealer. d) Empanelment will be done by the Material Management wing to be approved by Director (Tech). The empanelment should be reviewed periodically e) In case of emergency or crisis of cement at Project site ,



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SECTION - I

Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
						procurement may be made from authorised dealers of reputed manufacturers , duly observing all codal formalities and after recording the necessity of resorting to such procurement procedure. f) Normally cement should not be stocked for more than 3 months requirement. However if cement is to be stocked for more than 3 months then approval of next higher authority is to be obtained. D(T) will be the self approving authority. g) In case of open Tender, Clause (b), (c) and (d) under remark column against Clause 2(a) of Section-I is to be complied. h) In case of Limited Tender, remarks under remarks column against Clause 2(b) of Section-I is to be complied.
8	Purchase of explosives on open / limited tender.	1 crores	50 lakh	25 lakh	---	For Limited Tender, reasons are to be recorded before approval of the next higher authority. Dir (Tech) shall be the self approving authority.
9	Handling & transportation of materials	Full Power	Full Power	5 lacs	---	
10	Canalised imports through Public Sector Units	5 crores	3 crores	1 crore	---	a) Estimate is to be sanctioned. b) Formal requisition from the project authority is required.



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
11	a) Grant of extension of time for works /supplies with / without levy of penalty	Full Power	Upto 50% of original time or 18 months which ever is less of contract /order awarded by him and Full Power in respect of contracts approved by his lower authority	Upto 50% of original time or 18 months which ever is less of contract /order awarded by him and Full Power in respect of contracts approved by his lower authority.	---	In case of non-applicability of Force Majeure, extension may be granted subject to the following conditions: i) Time extension will not effect the overall construction schedule of the project and does not have any additional burden to NEEPCO. ii) That the work/supply is still required by the project within the extended time. iii) That the tender for the work/supply has not been accepted for higher value on account of earlier execution vis-a vis other tender. iv) Market economics suggests the benefit in time extension.
	b) Grant of extension of time for works /supplies with reduction/ waiver of penalty	D(T):Full power for order issued by authority below ED	ED : Full power for order issued by authority below HOP.			
12	Repeat orders (Purchase for approved items only)	Up to 50% of the original order value approved by him or his lower authority	Up to 50% of the original order value approved by him or his lower authority	Upto 50% of the original	---	Full justification to be recorded.



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
13	Award of work to Govt. Deptt. /PSUs (Deposit work)	10 crores	5 crores	1 crore	---	Reasons for resorting to Deposit Work should be recorded.
14	R&M of Tool and Plants at Project Sites a) From Manufacturers b) Other than Manufacturer	Full Power Full Power	50 lakh 20 lakh	25 lakh 10 lakh subject to an annual ceiling of 50 lacs.		
15	Variance during post-award execution of work / supply, over award price in respect of Contracts awarded by corporate office due to scope / quantity variations / new or extra items etc.					15.1 a) These powers will be exercised in consultation with Design & Engineering Deptt. b) While issuing construction drawing D & E Deptt. will mention the following: - Quantity as per construction drawing - Quantity as per BOQ - Variation in quantity (if any) - Financial Implication on account of variation i.e. (variation qty x contract rate) c) Monthly statement of all such variations including Financial implication is to be submitted by D&E Deptt. to CMD.
15.1	Technical approval for the above at the drawing approval stage.	Full Power subject to remarks at Column 7 [including powers at col. (4)]	15% of Contract value of Es.30 crores whichever is lower			



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
						d) Pending technical approval , HOP is authorized to release provisional payment for the extra works. Upto 75% will be released for extra works executed at BOQ rates or analogous rates and upto 50% for extra works executed as per analysed rates. Project should ensure that the proposal for approval of the extra works is put up at the earliest and the provisional payment should not exceed the power delegated to CMD (refer annexure A Sr No 5 (C) of DOP)
15.2	Approval for issue of change order, based on technical approval at 15.1 above, in respect of LOA/ Contracts. For variation in quantity indicated in BOQ, extra item / substitution of item.	20% of Contract value or ₹ 50 Crores, whichever is lower, including Power delegated to lower authority.	15% of Contract value or ₹ 30 Crores, whichever is lower, including Power delegated to lower authority.	10% of Contract value or ₹ 20 Crores which ever is lower.	---	15.2 a) These powers will be exercised in consultation with associated finance. b) In respect of civil, structural and erection / supply cum erection packages awarded by Corporate Office, and executed by site these powers will be exercised by the site authorities as per delegation alongside. Excess beyond the delegated powers of D(T) shall be approved by CMD. c) These powers will be exercised subject the condition that deviation shall not exceed 10% of the estimate for any component part of a Project for which component wise sanction has been accorded by the Board / Government. d) Variance beyond quantity/value variation limits provided in the contracts/LOA shall be reported in a quarterly Management Report compiled by Corporate Monitoring Cell and submitted to CMD with a copy to C&P Deptt. and Head of Corporate Finance . Corporate Monitoring Cell shall watch and ensure submission of the report. If there is no variance to be reported, a nil report shall be submitted. e) A copy of the change order as per 15.2, issued by Corporate Office, shall be sent to the project with a copy to Corporate Monitoring Cell



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
						and Corporate F&A. f) The Corporate Monitoring Cell shall submit to CMD, through D (T)/D (F), a quarterly report of project wise cost variations with brief reasons for the same, with a copy to Corporate C&P for initiating action of seeking approval of the Board/GOI, for all deviations in estimates / more than 10% for any component wise sanction has been accorded.
16	Variation during post award execution of work/supply order or award price in respect of contract / LOA awarded by site due to scope/quantity variation etc.					
16.1	Technical approval for the above a) Within variation limit provided in the contract / LOA	Full Power	Full Power	Upto an aggregate of 75% of variation limit provided in the contract including approvals at lower levels.		In respect of 16.1(a) for contracts valued at ₹ 50.000 and below full powers may be exercised by Dy. General Manager and for contracts valued at ₹ 25, 000 and below, full powers may be exercised by Sr. Manager.
	b) Beyond the variation limit provided in the contract /LOA.	Full Power	Upto an aggregate of ₹ 25, Lacs including approvals at lower levels.	Upto an aggregate of ₹10 Lacs including approvals at lower levels		In respect of 16.1(b) for contracts valued at ₹ 1 lacs and below technical approval for aggregate variation may be given in full by HOP.



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
16.2	Approval for issue of change order based on technical approval at 16.1 above, in respect of contract / LOA awarded by Project. a. For quantity variation not requiring rate revision as per Contract / LOA	Full Powers in respect of contracts awarded by him or any lower authority to the extent of his delegation under respective Clause.	Full Powers in respect of contracts awarded by him or any lower authority to the extent of his delegation under respective Clause.	Full Powers in respect of contracts awarded by him or any lower authority to the extent of his delegation under respective Clause.	---	16.2 i) These powers shall be exercised in consultation with Project Finance. ii) In case of negative variation in individual quantity (beyond prescribed limit) full power will rest with the authority next higher to the approving authority. Variances beyond quantity / value variation limit provided in the contracts / LOA shall be reported on monthly basis to HOP , project finance, Corporate Monitoring Cell and concerned Engineer- In-charge. Whenever variances beyond prescribed limit take place, revised rates, (if required) will be derived by a committee constituted by D (T) as per contract provisions. In case of negative variation (beyond prescribed limits), lower side of analysed rate and schedule rate will be allowed.
	b. For variation (excluding extra and substituted items) requiring rate revision as per the Contract/LOA	25 lacs in the aggregate including approvals at lower levels	15 lacs in the aggregate including approvals at lower levels.	10 lacs in the aggregate	---	
	c. Extra items and substituted items not appearing in the accepted Bill of Quantities	25 lacs in the aggregate including approvals at lower levels	15 lacs in the aggregate including approvals at lower levels.	10 lacs in the aggregate	---	



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		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
17	(a) Rejection of Tenders (b) Modification of the terms of Tenders including Specifications etc. after call and before the award of tender.	Same as for approving the Tenders. These powers are to be exercised by the next higher authority that has to approve the tender.				Director(Tech) will however have full power in respect both (a) & (b)
18	Modification in terms of Contract					
18.1	Having Financial implications, such as payment terms, security deposit and modification in terms of issue of materials from project Stores.	Powers of approving modification upto 5% of the value of original contract or ₹ 20 lacs whichever is less in respect of contract approved by him or lower authority.	Powers of approving modification upto 5% of the value of original contract or ₹ 10 lacs whichever is less in respect of contract approved by him or lower authority.	---	---	Modification of terms shall be made only as a last resort to enable the work being carried out and in consultation with Associate Finance. These powers can be exercised in Project / Corporate office during operation of the contract.
18.2	Having no financial implications.	Full Power	Full power	Full Power in respect of orders placed himself or lower authority	---	



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
19	Acceptance of stores under deviation in specifications	Full Power	Full Power	Full Power	---	This shall be done by contracts in consultation with Indenting Deptt. at a level not lower than CGM., to ensure equality and suitability , and thereafter committee consisting of Finance, Indenting Deptt. and contracts to be constituted by the CGM /Head of the Project to negotiate for suitable compensation for the deviation.
20	Sanction to pay demurrage/wharfage, to Railways/Sea Port/Air authorities or Road Carriers.	₹ 25,000 in each case subject to a ceiling of ₹ 3 lacs per year.	₹ 10,000 in each case subject to a ceiling of ₹ 2 lacs per year	₹ 3,000 in each case subject to a ceiling of ₹ 1 lacs per year	₹ 1,000 in each case subject to a ceiling of ₹ 10,000 per year	Every efforts should be made to get the demurrage / wharfage waived from the railways/Carriers.
21	i)Sanction of disposal of surplus / unserviceable/ obsolete items, scrap/miscellaneous.	Full Power	Reserve Price up to ₹ 50.00 lakhs	Reserve Price up to ₹ 25.00 lakhs		(i) The powers will be exercised as per the approved Disposal Manual. (ii) In case, the bid value is less than the Reserve Price, then approval from next higher Authority shall be required. The Director (Tech) shall be the self approving authority. (iii) Report to be submitted to the Director (Technical) within one week of the award indicating therein the name of the highest bidder, the reserve price vis-à-vis sale value.
	ii)Disposal of Scrap & Misc. Items not covered by disposal policy.	Full Powers to Head of Projects not below the rank of GM.				



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
22	Write off:				---	
22.1	Any items of Stores equipments, office equipments, tools and parts and materials, including adjustments of discrepancies in an item during stock verification.	Upto ₹ 10 lacs in each case	Upto ₹ 5 lacs in each case	Upto ₹. 1 lakh in each case		
22.2	a) Any shortage in chemicals, lubricants oils etc. as per the prescribed norms of the manufacturer. (b) Beyond norms	Full Powers as per norms in each case. Full Powers upto 5% above the norms subject to the ceiling of ₹ 3 lacs in each case.	Full Powers as per norms in each case. Full Powers upto 3% above the norms subject to the ceiling of ₹ 2 lacs in each case.	Full Powers as per norms in each case Full Powers upto 2% above the norms subject to the ceiling of ₹ 1 lacs in each case.	----	Subject to investigation and report by a committee constituted by HOP. After the item is written off, the information may be sent to concerned finance for adjustment.
23	Approval of Indenting of stock item by materials Deptt.	Full Power	Full Power	Full Power	10 lacs	These powers shall be exercised by Material Management to maintain minimum stock as per norms to prevent stock out.
24	Approval of indent for issue of materials from stores.	Full Power	Full Power	Full Power	Full Power	For non-stipulated items or items in excess of estimates, approval of HOP will be obtained.



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives				Remarks
		Director (Tech)	Executive Director	HOP not below the rank of GM	Dy. General Manager and Sr. Manager	
1	2	3	4	5	6	7
25	Loan of Materials and tool and plant to other Public Sector Undertakings/Govt. departments.	7.5 lacs p.a.	5 lacs p.a.	2 lacs p.a.	---	Subject to adequate security being obtained before loaning the materials.
26	Power to hire equipment /Machinery from contractors/ private agencies.	1 crore p.a.	70 lacs p.a.	50 lacs p.a.	---	
27	Purchase of Medicines / Medical Equipments for hospitals / dispensaries of the Corporation.	Full Powers	20 lacs in each case subject to a ceiling of 50 lacs per annum.	10 lacs in each case subject to a ceiling of 30 lacs per annum.	Nil	This power shall be exercised after fulfilling all codal formalities.
28	Award of contact for consultancy services	50 lakhs	30 lakhs	25 lakhs	Nil	



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SECTION – II

PERSONNEL POWERS

Sl. No.	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
1	List of Candidates to be called for interview	Full Powers	Appointing Authority	
2	Constitution of Medical Board for examining the fitness for service	Full Powers	Appointing Authority	
3	Sanction of Expenditure on Recruitment	CGM(HR)/HOP		
4	Extension of time for joining the post on initial appointment	Full Powers	Appointing Authority	
5	Grant of TA to candidates called for interview	Full Powers in accordance with TA Rules	GM HR)	

Note:

1. Medical Reimbursement claim shall be as per prevalent policy of the Corporation.
2. Grant of Car/Scooter etc. advance as per prevalent policy of the Corporation.
3. Transfer of Staff as per guidelines issued from time to time.



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SECTION -II

Sl. No.	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
6	Approval of satisfactory completion of period of probation	Full Powers in respect of 1. Executives E-1 to E-7 2. Non Executives including Supervisors	Director HOP/HOD	Orders to be issued by the HR
7	Extension of Probation on the basis of the Report	- Do -	-Do-	- Do -
8	Termination of service on account of unsatisfactory performance during the period of probation	Full Powers	Appointing Authority not below the rank of Manager	Orders to be issued by the HR
9	Forwarding of applications of the employees for outside Employment	i) For Executives of E-8 to E-9 ii) For Executives upto E-7 iii) For Non-Executive Employees	CMD D(P) with recommendation of functional Director ED(HR) / CGM in absence of ED(HR) under intimation to D(P)	Within the Policy guidelines of the Corporation through HR Deptt. of Corporate Office
10	Acceptance of Resignation of employees including waiver of notice period	Full Powers	Appointing Authority	Orders to be issued by the HR
11	Termination of the Services	Full Powers	Appointing Authority	- Do -
12	Transfer of Bond in case of Trainees	Full Powers	D(P)	



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SECTION -II

Sl. No.	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
13	Constitution of Departmental Promotion Committee	Full Powers	Appointing Authority of higher post	
14.	Approval for change of Home Town for the purpose of Leave Travel Concession	Full Powers in respect of E-6 to E-9 E-1 to E-5 Non-Executives including Supervisors	Director HOP/HOD	Orders to be issued by HR Deptt. of Co. Orders to be issued by the HR of the Project.
15	To Permit travel by a higher class to non-entitled employees on official tour, subject to exigencies of work (i) In train/bus (ii) Air travel for non-entitled employees	Full Powers in respect of employees working under them -do-	HOP / HOD Director	Monthly report is to be submitted To Director with justification Monthly report is to be submitted to CMD with justification
16	To permit employees to undertake courses of studies and to appear in Examinations and to attend classes outside office hours for the period of upto 3 years at a time.	Non-Executives including supervisors	Director	Permission referred to alongside shall not be construed to confer any right to the employee in any manner



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SECTION -II

Sl. No.	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
17	Deputation of employees to attend seminars/ conference/workshops etc. in India for short term not exceeding 2 weeks.	Non-Executives including supervisors & Executives upto E-5	Director	Orders are to be issued by the HOD (HRD)
18	To accord permission for delivering lectures/ functioning as Faculty Members/selection committees etc. in outside organisations and acceptance of fees/honoraria therefor.	Full powers in respect of all Non-Executives & Supervisors E-1 to E-8(GM)	HOD/HOP Director	Subject to exigencies of work and such guidelines/instructions as may be issued from time to time by Personnel Deptt.
19	Insurance of personnel as per approved policy and guidelines	Full Powers	Director(Pers)	
20	Transfer between one project to another project, Corporate Office or other offices	Full powers in respect of all non-executives and supervisors	Director(Pers)	Quarterly Report to be submitted to CMD for his information.



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SECTION- III ADMINSTRATIVE POWERS

SI 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 ₹ 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 / CGM(QC)/ CGM (Coord) or Coordinator, New Delhi 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.



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



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SECTION -III

5.	a) Purchase of furniture and Office equipment.	Full powers	Director (Personnel) IN C.O.	a) Subject to conforming to the scales/yardstick that may have been indicated by the Corporate Office. b) Purchases should conform to the scales of furniture etc. laid down from time to time. c) Procurement of Computer hardware and softwares shall be reported to the HOD (ITS) at C.O. periodically for record purpose.
		Full powers	ED in charge of Project / ED (S&I)/HOP/ CGM(QC) / CGM(Coord) or Coordinator, New Delhi/ HOD (D&E)	
	b) Purchase of furniture, fixtures, kitchen appliances and office equipment in Co-ordination Office.	Full Powers	Director (Technical)/ ED	
	c) Purchase of furniture for Guest House/ Transit Camp /Canteen			
	i. For initially equipping At Projects Others	Full Powers Full Power	Director (Technical) Director (Personnel)	
	ii. For subsequent Purchase	Full Powers ₹ 10 Lakhs ₹ 7 lakhs ₹ 2 lakhs	Director ED CGM Coordinator, New Delhi	
	d) Purchase and upgradation, expansion of IT and Communication Infrastructure including Hardware, Software, peripherals, consumables etc.	Full Power ₹ 10 lakhs Full Power	Director (Technical) E.D. (ITS) at C.O. E.D. in charge of Project / HOP/ ED (S&I)/CGM(QC)	



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SECTION -III

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>₹ 2 lakhs</p> <p>₹ 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&I)/CGM(QC)/ CGM(Coord) or Coordinator, New Delhi / HOD(D&E)</p> <p>Coordinator in the rank of Dy. General Manager</p> <p>Coordinator in the rank of Sr. Manager</p>	
7.	Hiring of Office equipment, furniture & fixtures including fans, water coolers etc.	<p>Full powers</p> <p>Full Powers</p> <p>₹ 70,000/- p.a.</p> <p>₹ 30000/- p.a.</p>	<p>ED in charge of Project /HOP/ED(S&I)/CGM(QC)/ CGM(Coord) or Coordinator, New Delhi / HOD(D&E)</p> <p>CGM(HR) for CO</p> <p>Coordinator in the rank of Dy. General Manager</p> <p>Coordinator in the rank of Sr. Manager</p>	
8.	Hiring of Vehicles	<p>Full Power</p> <p>Upto ₹ 1.00 Lakh pa.</p>	<p>Director.</p> <p>ED / CGM in Charge of Delhi Office.</p>	



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9.	Insurance :			
	i) Storage-cum-Erection Insurance	Full powers	Director	<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 & Procurement Cell in CO which shall put up the same to Director (Technical) for approval.</i></p>
	ii) Fire Insurance	Full powers	Director	
	iii) All vehicles.	Full Powers	Manager	
	iv) Movable Assets including construction plant and machinery other than Storage-cum-erection insurance.	Full powers	HOP/ CGM(QC)/ HOD (D&E)/CGM(Coord) or Coordinator, New Delhi	
		Full powers	HOD (Estate Service Deptt.) for CO.	
	v) Transit Insurance.	Full powers	ED / HOP/ CGM(QC) / HOD(D&E)/CGM(Coord) or Coordinator, New Delhi	
	vi) Cash including Fidelity Guarantee Insurance	Full powers	HOP / CGM(QC) / HOD(D&E)/CGM(Coord) or Coordinator, New Delhi /Head of Finance of the Project / C.O.	
10.	(i) Purchase of Newspaper / Magazines/ Journals etc. for Office, Guesthouse/field Hostels	Full Power	ED in charge of Project / HOP/ ED(S&I) / CGM(QC) / CGM(Coord) or Coordinator, New Delhi / HOD(D&E) / HOD(PR) not below the rank of GM	
		₹ 15000/- p.a.	HOD not below the rank of GM	



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	(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 ₹ 1.5 lakhs. p.a. Full powers Full Power	Director (Personnel) In-charge of Library not below the level of GM HOP HODs not below the rank of CGM.	
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 CGM / GM in-charge of Administration for CO/ Officer in charge of these services not below the rank of Sr. 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 from residential telephones in excess of eligibility limit	Full powers Full powers	Director ED in charge of Project / ED (S&I)/HOP / CGM(QC) /HOD(D&E)/ CGM(Coord) or Coordinator, New Delhi 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. [Note : A report to be submitted to CMD's Office every month.]



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14.	Sanction for installation/shifting Telex/Fax Machines.	Full powers Full powers	ED in charge of Project / ED (S&I)/HOP / CGM(QC)/HOD(D&E)/ CGM(Coord) or Coordinator, New Delhi CGM(HR) for CO.	
15.	Staff cars and vehicles – Repairs and Maintenance	Full Powers Full Powers ₹ 50,000/ p.a.	CGM Incharge - Transport Services in CO ED in charge of Project / ED (S&I)/HOP / CGM(QC) /HOD(D&E)/ CGM(Coord) or Coordinator, New Delhi Coordinator	
16.	Service / Maintenance Contract	Full powers ₹ 10 lakhs ₹ 5 lakhs ₹ 2 lakhs	Director ED CGM GM	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.	₹ 3 lakh per occasion subject to annual Ceiling of ₹ 15 lakhs ₹ 1 lakh per occasion subject to annual ceiling of ₹ 7 lakh	Director ED in charge of Project / HOP / CGM(Coord) or Coordinator, New Delhi / HOD (D&E).	



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18.	Printing, purchase of Office stationery and binding.	Full Powers Full Powers ₹ 20,000/ per annum	CGM In-Charge Stationary Cell at CO. ED in charge of Project / ED (S&I)/HOP / CGM(QC) /HOD(D&E)/ CGM(Coord) or Coordinator, New Delhi In-charge of Administration Wing not below the rank of GM(HR) at Corporate Office Coordinator / Head of S&I Units	
19.	Purchase of petty/contingent / misc. items at Corporate Office	Full power ₹ 5,000/- per item subject to a ceiling of ₹ 10 lakhs per annum	Directors HOD not below the rank of CGM	
20.	Miscellaneous petty and contingent Expenditure at Projects/ Units.	Full powers ₹ 5,000/- per item subject to a ceiling of ₹ 5 lakhs p.a. ₹ 10,000/- in a year.	ED in charge of Project/ ED (S&I) HOP/ CGM(QC) Coordinator / Head of S&I Units.	
21.	Powers to write off Stationery/Office equipment, furniture, books etc.	₹ 50,000/- in each proposal ₹ 20,000/- in each proposal subject to an annual ceiling of ₹ 5 lakhs. ₹ 5000/- in each proposal subject to an annual ceiling of ₹ 2 lakhs.	Director ED CGM (ES) / HOP/ CGM(QC)/CGM(Coord) or Coordinator, New Delhi	



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		₹ 1000/- in each proposal subject to an annual ceiling of ₹ 10000/- in a year.	Co-ordinator	
22.	(i) To empanel Attorneys, Solicitors, Counsels Arbitrators, Advocates in all the Court cases and Arbitration Matters. (ii) To fix the schedule of fee/remuneration for the empaneled Attorneys, Solicitors, Counsels, Arbitrators, Advocates in all the Court cases and Arbitration Matters	Full powers	Director (Personnel)	On advice of 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 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. (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.	Full powers	Director (Personnel)	



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24.	(i) To appoint Attorneys, Solicitors, Counsels, Arbitrators, Advocates Consultants other than from approved panels.	Full powers	Director (Personnel)	On advice from Law Wing.
	(ii) To appoint/ engage Attorneys, Solicitors, Counsels, Arbitrators, Advocates Consultants from the approved panel at approved rates of remuneration / schedule of fee	Full powers	Head of Law wing not below the rank of GM	On advice of Law Wing.
25.	(i) To sign Vakalatnama, verify Plaints, Written Statements, Affidavits, Rejoinder, Objections, Memorandum of Appeal or any other Pleadings, Replies, Claims, Counter Claims etc. in any legal proceedings before any Courts of Law/Quasi-Judicial Authorities, Tribunal or any other Authorities on behalf of the Corporation.	Full Powers	(i) GM / Officer in charge of Law Wing not below the rank of Law Officer/Asst. Manager (Law)	On advice of Law Wing.
	(ii) To sign Vakalatnama, verify Plaints, Written Statements, Affidavits, Rejoinder, Objections, Memorandum of Appeal or any other Pleadings, Replies, Claims, Counter Claims etc. in any arbitration proceedings before Arbitral Tribunal and any courts of law on behalf of the Corporation	Full Powers	(ii) C.G.M/Officer in charge of Arbitration Wing not below the rank of Sr. Manager.	On advice of Law Wing.
26.	(i) Engagement of firms of Chartered Accountants for internal Audit and to sanction their remuneration.	₹ 12 Lakhs per annum	Director (Finance)	
	(ii) Engagement of Chartered Accountants/Consultants for accounting work/Preparation of Manuals etc. and sanction of remuneration	₹ 12 Lakhs per annum ₹ 5 Lakhs per annum	Director (Finance) E.D.(Finance)/ CGM(Finance)	
	(iii) Engagement of Statutory Auditors for tax audit and sanction of their remuneration.	Full Powers	Director (Finance)	



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	(iv) Audit Expenses including holding of Auditors Meetings and Meeting in connection with audit etc.	Full Powers	E.D. (Finance) /CGM(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 ₹ 50,000/-in each case subject to a ceiling of ₹ 10 lakhs per annum.	Director(Finance) E.D.(Finance) /CGM (Finance)	
	(vi) Engagement of firms of Chartered Accountants/Company Secretaries etc. for Certification work relating to Tax & Remittance of Foreign Exchange, Company Law matters etc.	Full Powers ₹ 20,000/- in each case subject to a ceiling of 5 lakhs per annum.	Director (Finance) E.D.(Finance) /CGM(Finance)	
	(vii) Engagement of firms of Chartered Accountants etc. for Certification work Relating to Tariff Purpose.	Full Powers ₹ 50,000/- in each case subject to a ceiling of ₹ 5 lakh per annum	Director (Finance) ED/CGM(Commercial)/ ED/CGM(Finance)	
	(viii) Miscellaneous legal/ arbitration expenses such as expenditure on obtaining legal opinion from outside legal experts. Attestation of affidavits. Power of attorney etc.	Full Powers Upto ₹ 10,000/- in each case subject to ₹ 2 lakhs per annum Upto ₹ 5,000/- in each case subject to ₹ 50,000/- per annum	Director (Personnel) ED CGM/HOP/HOD in C.O. Not below the rank of GM	On advice from Law Wing wherever available.



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	(ix) Summoning of witnesses	Full Powers	ED/HOP/HOD in C.O. Not below the rank of DGM	
	(x) Engagement of firms of Chartered Accountants / Company Secretaries / Advocates for Certification work, filing of forms and documents with the Ministry of Corporate Affairs / Securities Exchange Board of India (SEBI) and other Regulatory Authorities dealing with Corporate Law matters including payment of fees and obtaining of Digital Signature Certificate as per requirements of the Companies Act and sanction of their remuneration.	₹ 20,000/- in each case subject to a ceiling of ₹ 5 Lakhs per annum	Company Secretary	
27	Binding of Books and other related matters	Full Powers ₹ 20,000/- p.a.	CGM In-Charge Stationary Cell at CO. ED in charge of Project / ED (S&I)/HOP/ CGM(QC)/ HOD(D&E)/ CGM(Coord) or Coordinator, New Delhi Co-ordinator	
28	To sign import licence applications on behalf of the Corporation.	Full powers	Executive not below the rank of Sr. 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 / CGM (HR).	Subject to guidelines and policy that may be issued from time to time.



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31.	Sanction of expenditure for Official hospitality and declaration of Official guests.	Full Powers ₹ 60,000/- Per F.Y ₹ 50,000/- per F.Y. ₹ 45,000/- per F.Y. ₹ 30,000/- per F.Y ₹ 30,000/- per F.Y	Director / CVO EDs HOPs CGMs GMs Coordinators	
32.	Sanction of advances for contingent Expenditure.	Full powers Upto ₹ 70,000 to an Executive Upto ₹ 25000 to an executive. ₹ 50,000	Director. E.D HOD (ES) / ED/ CGM(QC) / CGM(Coord) or Coordinator, New Delhi /HOP/ HOD(D&E). Coordinator, New Delhi	
33.	Sanction of permanent recoupable imprest in each case.	Full Powers Up to ₹ 10,000/-	Director HOD (ES) for CO HOP/ CGM(QC)/ CGM(Coord) or Coordinator, New Delhi /HOD(D&E).	
34.	Sanction of expenditure on publicity, advertisement other than tender and recruitment.	Upto ₹ 5 lakhs per annum Upto ₹ 25,000/- per insertion subject to annual ceiling of ₹ 2 lakhs.	Director ED in charge of Project / ED (S&I)/HOP/ CGM(QC)/ HOD(D&E)/ CGM(Coord) or Coordinator, New Delhi	Text of the advertisement as per standard format and if not available in consultation with PR wing.



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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 ₹ 50,000/- per occasion subject a ceiling of ₹ 5 Lakh per annum	Director (Personnel) CGM (HR)/ HOD(D&E)/ CGM(Coord) or Coordinator, New Delhi	
		Upto ₹ 5,000/- per occasion subject to a ceiling of ₹ 25,000/- per annum	GM(PR) / Sr. Manager (PR)	
(c)	Sanction of expenditure on participation in exhibition	Upto ₹ 5 lakh per occasion	Director (Personnel)	
		Up to ₹ 50,000/- per occasion subject to annual ceiling of ₹ of 2 lakh	HOP	
(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 /CGM(HR)/ HOD(D&E) /CGM(Coord) or Coordinator, New Delhi	



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		Upto ₹ 3,000/- per occasion subject to annual ceiling of ₹ 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/ CGM(HR)	
(3)	Sanction of expenditure on approved press conference/meet	Full Powers	ED in charge of Project /HOP/ CGM(HR)	
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/CGM	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	



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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 ₹ 10,000/- in each case with an annual ceiling of ₹ 1 Lakh.	HOD(D&E)/ HOD(Planning)/ CGM(Coord) or Coordinator, New Delhi /HOP GM	Purchase beyond ₹ 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 ₹ 5000/- in each case with an annual ceiling of ₹ 20000/-	ED/CGM GM	
	(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 ₹ 20,000/- in each case with an annual ceiling of ₹ 50,000/-	ED/CGM GM	
	(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	₹ 20 lakhs per annum	Director (Personnel)	
		₹ 6 lakhs per annum	ED in charge of Project	
39	a) Signing of residential lease agreement, for and on behalf of Corporation. In respect of executives as per standard lease terms vetted by law Department	Full Powers	Sr. Manager(HR) in C.O.	
	b) Signing of lease deeds, for and on behalf of	Full Powers	Head of HR in other offices	



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	Corporation, for hiring accommodation other than residential (in consultation with Law Department.			
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	Up to ₹ 75,000/- on each occasion subject to ₹10 lakh per annum Upto ₹ 25,000/- on each occasion subject to ₹ 3 lakhs per annum	Director(Personnel) ED in charge of Project/HOD (D&E)/ CGM (Coord) or Coordinator, New Delhi	
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.	₹ 10lakhs p.a ₹ 2 lakhs p.a.	Director (Personnel) ED in charge of Project/CGM(HR)	
42	Approval for expenditure on Public hearing in connection with EIA/EMP studies/Land acquisition.	Up to ₹ 2.50 Lakhs on each occasion subject to ₹ 10 lakh per annum	HOD(Planning)	



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43	Approval for entering into MOU including for deposit works such as 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.	Full Powers	Director(Technical)	<p>1. These powers shall be subject to requirement of the project/corporation, provision in cost estimates and availability of budget; formate of agreement to be vetted by Law Division.</p> <p>2. Deposit works will be executed through departments/ board /corporation /agencies of Central/State Govt./ Statutory/ Autonomous bodies</p>
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	<p>₹ 50,000/- per occasion subject to annual ceiling of ₹ 5 lakhs</p> <p>₹ 15000/- per occasion subject to annual ceiling of ₹ 2 lakhs.</p>	<p>Director (Personnel)</p> <p>ED in charge of Project / ED (S&I)/ HOP / CGM(QC) / CGM (Coord) or Coordinator, New Delhi / HOD (D&E)/ CGM(HR).</p>	For welfare activities pertaining to Corporate Office and Offices at Delhi, Kolkata and Guwahati.
46	Sanction of expenditure in connection with Board Meeting and Board Committee Meetings including Travel and Accommodation of part-time Directors and other Official Hospitality	Full Power	Company Secretary	



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SECTION - III 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	Composition of Committee & Amount of total purchase	Appointing Authority/Approving Authority	Remarks
<u>LPC-1</u>	Dy. General Manager-Chairman One member from Finance and one from Indentor not below the rank of Sr. Manager ----- Below ₹ 3 lacs	HOP/ CGM(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 at least 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>	Sr. Manager – Chairman One member from Finance and one member from Indentor not below the rank of Deputy Manager ----- Below ₹ 50,000/-	HOP/ CGM(Tez)/HOD(Estate Services) /HOD (D&E)	-Do-



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SECTION – IV FINANCIAL POWER TO F&A WING

Sl.No.	Nature of Power	Delegated to	Extent of Power
1	Operation and authorisation for opening and closing of Bank account including Cash credit	Director(Finance) Ex. Director(Finance)/CGM(Fin)	Full Power Full Power in absence of D(F)
2	Passing and Payment of Bills	<p><u>CORPORATE OFFICE</u></p> <p>D(F)/ED(F)/CGM(F)/GM(F)/DGM(F)/Sr.Mgr(F) Mgr (F) Dy.M(F) AO/AM(F) AAO</p> <p>*PROJECT/ OTHER OFFICES (In relation to power delegated to HOP for Contracts executed at project / Co-ordinator / HOD)</p> <p>Head of Finance not below the level of Mgr(F)</p> <p>Sr. Manager (F) (Not being Head of Finance) Mgr (F) Dy.Mgr (F) AO/AM (F) AAO</p>	<p>Full Power Upto ₹ 25 Lakh Upto ₹ 10 Lakh Upto ₹ 5 Lakh Upto ₹ 1 Lakh</p> <p>* No limit for passing establishment bills.</p> <p>Full Power</p> <p>Up to ₹ 50 Lakh Upto ₹ 25 Lakh. Upto ₹ 10 Lakh Upto ₹ 5 Lakh. Upto ₹ 1 Lakh</p>



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Sl.No.	Nature of Power	Delegated to	Extent of Power															
		Head of Finance in the rank of : Mgr (F) Dy. Mgr (F)	Upto ₹ 50 Lakh Upto ₹ 25 Lakh. • No limit for passing establishment bills.															
3	Financial Examination & vetting of proposals	<u>Corporate Office</u> Proposals under CMD / Board’s Power Proposals under powers of Functional Directors Proposals requiring approval below the level of Functional Directors <u>Project / Coordination Offices</u>	Finance concurrence to be accorded by Director (Finance). In the absence of Director (Finance), finance concurrence will be accorded by the In-charge of Finance Concurrence Cell Finance concurrence will be accorded by the In-charge of Finance Concurrence Cell Finance concurrence to be accorded by an Officer not below the rank of Sr. Manager (Finance) <table border="1"><thead><tr><th>Rank</th><th>Power of HOF</th><th>Power – Not as HOF</th></tr></thead><tbody><tr><td>Sr. Manager (Finance) & above</td><td>Full Power</td><td>Up to Rs. 50.00 lakhs</td></tr><tr><td>Manager (finance)</td><td>Up to Rs. 50.00 lakhs</td><td>Up to Rs. 25.00 lakhs</td></tr><tr><td>Deputy Manager (Finance)</td><td>Up to Rs. 25.00 lakhs</td><td>Up to Rs. 10.00 lakhs</td></tr><tr><td>AO/Asst. Manager (Finance)</td><td>Up to Rs. 10.00 lakhs</td><td>Up to Rs. 5.00 lakhs</td></tr></tbody></table> <u>Note :</u> 1. All the proposals for Finance vetting will be routed through the HOF, irrespective of delegated powers to the subordinate officers. 2. Full power is in relation to the power delegated to the HOP/HOD/Coordinator, as the case may be.	Rank	Power of HOF	Power – Not as HOF	Sr. Manager (Finance) & above	Full Power	Up to Rs. 50.00 lakhs	Manager (finance)	Up to Rs. 50.00 lakhs	Up to Rs. 25.00 lakhs	Deputy Manager (Finance)	Up to Rs. 25.00 lakhs	Up to Rs. 10.00 lakhs	AO/Asst. Manager (Finance)	Up to Rs. 10.00 lakhs	Up to Rs. 5.00 lakhs
Rank	Power of HOF	Power – Not as HOF																
Sr. Manager (Finance) & above	Full Power	Up to Rs. 50.00 lakhs																
Manager (finance)	Up to Rs. 50.00 lakhs	Up to Rs. 25.00 lakhs																
Deputy Manager (Finance)	Up to Rs. 25.00 lakhs	Up to Rs. 10.00 lakhs																
AO/Asst. Manager (Finance)	Up to Rs. 10.00 lakhs	Up to Rs. 5.00 lakhs																



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SECTION – IV

Sl.No.	Nature of Power	Delegated to	Extent of Power
4	Fixation of pay & Other matters relating to Pay & Allowances	<u>Corporate Office</u> <u>Project/ Coordination Office.</u>	For routine matters – Full Power to officer not below the rank of Sr.M (F). Mgr (F) upto level of E4 Dy. Mgr (F) upto level of E2 AO/AM (F) upto level of E1 AAO (F) upto level of S3 For routine matters – Full Power to officer not below the rank of Sr.M (F). Mgr (F) upto level E4 Dy.M (F) upto level E2 AO/AM (F) upto level E1 AAO (F) upto level S3
5	Power to Invest money of the Corporation not being Shares in any Company	Director(Finance) Committee of Director(Finance) and Director(Technical)/Director(Personnel)	Up to ₹ 50 Crores and up to 91 days period Exceeding above. As per powers delegated in the Short Term Investment of Cash Surplus Policy approved by the Board as amended from time to time

Note: (1) All proposals emanating from the Project/Offices will require the prior vetting of the concerned Head of Finance attached to the Project/Office.

(2) Power are to be exercised subject to Policy Guideline of Financial Concurrence.



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REFERENCES OF AMENDMENTS (w.e.f. 01.04.2013) :

Section	Clause no./Subject	Board/Competent Authority Approval	Office Order no./Circular no.
Section – I (Works & Procurement Powers)	4(ii) (Purchase of materials Limited Tender)	Corrected by Competent Authority	Corrigendum dated 1st April, 2013 and circulated vide Memo No. CS/19/20-80 dtd. 01.04.2013
Section – I (Works & Procurement Powers)	21(i) (Sanction of disposal)	Modified and Approved by the CMD	Office Order No. 324 dtd. 9th May, 2013, circulated vide Memo No. CS/19/1900-10 dtd. 09.05.2013
Chief General Manager (C) (Investigation Division-I) shall exercise the powers of HOP as per DOP of the Corporation		Approval of the CMD	Office Order No. 1822 dtd. Shillong the 8th Nov, 2013, circulated vide Memo No. CS/19/12,248-72 dtd. 08.11.2013
Annex ‘A’ (Powers excluded / excepted from the Delegation of power of the CMD)	5(f)(ii) (for Kameng Hydro Electric Power Project)	Modified and Approved by the Board of Directors	Office Order No. 141 dtd. 22nd April, 2014, circulated vide Memo No. CS/19/956-64 dtd. 22.04.2014
Section – III (Administrative Powers)	5(c)(ii) and 32	Approval of the CMD for Coordinator, NEEPCO, New Delhi, with extent of administrative powers delegated to GM(Coord)	Office Order dtd. 6 th June, 2014, circulated vide Memo No. CS/19/391 dtd. 06.06.2014
Section – III (Administrative Powers)	22 and 24	Partially Modified / Amended vide Approval of the CMD	Office Order No. 691 dtd. 28th October, 2015, circulated vide Memo No. CS/19/8369-99 dtd. 28.10.2015
Section – III (Administrative Powers)	26 (x)	Inserted vide Approval of the CMD	Office Order No. 52 dtd. 21st April, 2016, circulated vide Memo No. CS/19/707-60 dtd. 21.04.2016
Section – IV (Financial Power to F & A Wing)	3 (Financial Examination and Vetting of Proposals)	Approval of the CMD	Office Order No. 1032 dtd. 4th January, 2017, circulated vide Memo No. CS/19/13,541-99 dtd. 04.01.2017
Section – III (Administrative Powers)	24(ii) and 25	Partially modified / Amended vide Approval of the CMD	Office Order No. 694 dtd. 17th November, 2017, circulated vide Memo No. CS/19/8688-720 dtd. 17.11.2017
Section – III (Administrative Powers)	46	Inserted vide Approval of the CMD	Office Order No. 694 dtd. 17th November, 2017, circulated vide Memo No. CS/19/8688-720 dtd. 17.11.2017



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Section	Clause no./Subject	Board/Competent Authority Approval	Office Order no./Circular no.
Existing Grades of Executives are revised in the 234th Board of Director's held on 14/11/2017			O/O No 889 vide Memo No. Pers/23/109/10,809-60 dtd.09/01/2018
Section – III (Administrative Powers)	18	Partially modified / Amended vide Approval of the CMD	Office Order No. 839 dtd. 11 th March, 2019, circulated vide Memo No. CS/19/13142-85 dtd. 11.03.2019
Revision of Designation of Executives as per DPE Guidelines approved by the Board of Directors in the 251 st Board Meeting held on 10.05.2019			Office Order No. 381 dtd. 31.05.2019 and circulated vide Memo No. Pers/25/72/9381-430 dtd. 31.05.2019.
Section – II (Personnel Powers)	9	Amendment approved in the 252 nd Board meeting held on 20/06/2019, and is effective from 20/06/2019	O/O no. 386 dtd 25/07/2019 circulated vide Memo no. Pers-25/119/9564-9580 dtd 25/07/2019
Section – III (Administrative Powers)	31	Rectification/Correction superseding earlier Office Order dtd. 705 dtd. 04/10/2019	Corrigendum dtd. 10/10/2019 issued under memo No. CS/19/7909-70 dtd. 10.10.2019

PREPARED BY	REVIEWED BY	APPROVED BY
(M. S. L. TALANG) ASSISTANT - I	(N. K. MEITEI) DGM (HR)	(C. SHARMA) C. S. L. A