

SECTION - I

Purchase / Works

Sr. No.	Nature of Powers	Existing Authority	Amended/ Authority	Existing Limit	Amended Limit	Existing remarks	Amended Remarks
(A) Purchases / Administrative approval and calling of tenders							
	<u>Purchases of Stores Item</u> <u>Purchase / Works</u>	SDO	SDO/AE	Upto Rs. 5,000/- for supply/ 10,000/- for works in each case subject to maximum of Rs. 40,000/- per month (through sealed quotation)	Up to Rs. 25,000/- in each case subject to maximum of Rs. 50,000/- per month (through sealed quotation/ limited tender Maximum annual Limit Rs. 3.00 Lacs)	<ul style="list-style-type: none"> Subject to approved Budget Provision Purchase of decentralized items only Financial checking through concerned Divisional Accountant/ Asst. Acctt. Prior Administrative & Financial approval of reporting officer/EE Purchases will be done preferably through GeM portal, If any item is not available on GeM portal, then it can be procured through sealed quotation. Limits include for both Purchase and Works 	<ul style="list-style-type: none"> Subject to approved Budget Provision Purchase of decentralized items only Financial checking through concerned Divisional Accountant/ Asst. Acctt. Prior Administrative & Financial approval of reporting officer/EE Purchases will be done preferably through GeM portal, If any item is not available on GeM portal, then it can be procured through sealed quotation. Limits include for both Purchase and Works
	<u>Purchases of Stores Item</u> <u>Purchase / Works</u>	Executive Engineer	Executive Engineer	(i) Upto Rs. 10,000/- in each case subject to maximum of Rs. 50,000/- per month (through sealed quotation)	(i) Upto Rs. 50,000/- (Fifty Thousand) in each case subject to maximum of Rs. 75,000/- (Rs. Seventy Five Thousand) per month (through sealed quotation)	<ul style="list-style-type: none"> Subject to approved Budget Provision Purchases through Competent Committee 	<ul style="list-style-type: none"> Subject to approved Budget Provision Purchases/works through Divisional works/ purchase Committee Prior Administrative & Financial approval of concerned SE or reporting officer

				<p>(ii) Calling of Tender - More than 10,000/- in each case subject to maximum of Rs.1 Lakh per case and also subject to overall monthly limit of Rs. 5 Lakhs <i>(through open tender only)</i></p>	<p><i>Maximum annual Limit Rs. 3.00 Lacs</i></p> <p>(ii) Calling of Tender - More than Rs. 50,000/ (Rs Fifty Thousand) in each case subject to maximum of Rs. 2,00,000 (Two Lakhs) per case and also subject to overall monthly limit of Rs. 5,00,000/ (Five Lakhs) <i>(through open tender only)</i></p> <p><i>Maximum annual Limit Rs. 40.00 Lacs</i></p>	<ul style="list-style-type: none"> ▪ Subject to approved Budget Provision ▪ Purchases through competent Committee ▪ Purchase of decentralized items only ▪ Through open tender 	<ul style="list-style-type: none"> ▪ Subject to approved Budget Provision ▪ Purchase /works through Divisional works/ purchase Committee ▪ Purchase of decentralized items only ▪ Through open tender
	<p><u>Purchases of Stores Item</u></p> <p><u>Purchase / Works</u></p>	DGM/SE	DGM/SE	<p>More than Rs. 1 Lakhs in each case subject to maximum of Rs. 5 Lakhs per case and also subject to overall monthly limit of Rs. 50 Lakhs <i>(through open tender only)</i></p>	<p>More than Rs. 2 Lakhs (Two Lakhs) in each case subject to maximum of Rs. 10 Lakhs (Ten Lakhs) per case and also subject to overall monthly limit of Rs. 30 Lakhs <i>(through open tender only)</i></p>	<ul style="list-style-type: none"> ▪ Subject to approved Budget Provision ▪ Purchases through competent Committee ▪ Through open tender 	<ul style="list-style-type: none"> ▪ Subject to approved Budget Provision ▪ Purchases/works through competent Committee ▪ Prior Administrative & Financial approval of concerned CE. ▪ Through open tender

					tender only) Maximum annual Limit Rs. 2.00 crores		
	<u>Purchases of Stores Item</u>	GM / HOD	CE	More than Rs. 5 Lakhs in each case subject to maximum of Rs. 15 Lakhs per case (through open tender only).	More than Rs. 10 Lakhs (Ten lakhs) in each case subject to maximum of Rs. 50 Lakhs (Sixty Lakhs) per case (through open tender only). Maximum annual Limit Rs. 3.00 Crores	<ul style="list-style-type: none"> ▪ Subject to approved Budget Provision ▪ GM can authorize DGM/SE to call tenders for purchases through competent Committee ▪ Through open tender ▪ Purchases more than 50 Lakhs per case through Corporate C&P Department. 	<ul style="list-style-type: none"> ▪ Subject to approved Budget Provision ▪ Concerned DGM/SE may invite tenders for purchases/ works for zonal works committee. ▪ Purchases/works through competent Committee ▪ Through open tender ▪ Purchases/works more than Rs. 50 Lakhs per case through Corporate C&P Department. ▪ Prior Administrative & Financial approval of Director.

Note :-

1. The above delegations shall also be applicable to the officials of civil wing & other units at Head Quarter level.
2. All the Executive Engineer, Superintending Engineers as well as the Chief Engineers/HOD/GM shall maintain a Tender Register in their offices which shall provide the details of Tender No. and Date, Name of Work/ supply, Tendered Amount, Date of Award etc. to ensure that the powers delegated above are strictly complied. It shall also be ensured by the Chief Engineers/HOD/GM that the proper packaging of tenders for Supply/ Work shall be made so that the maximum benefits are achieved in terms of fruitful work against the expenditure incurred. It is also directed to stop /avoid splitting of work, so that benefit of economy of scale is also achieved. The financial limits mentioned in the DOP are excluding of taxes and duties.
3. Concerned Chief Engineer/HOD shall ensure that award of contracts under their jurisdiction do not exceed the approved Budget Provision for corresponding year/period.

Terms & Conditions for Short Term Tenders.

1. Short term tenders can only be called in case of emergency of works/purchases. The complete specification of the tender shall be published in the newspaper and follow the other conditions as per open tender.
2. EE will take the prior approval from concern DGM/SE or repotting officer under the prescribed limit as above.

3. SE will take the prior approval from concern CE or repotting officer under the prescribed limit as above.
4. CE will take the prior approval from concern Director/CoD under the prescribed limit as above.
5. It is mandatory to place the order for work/purchases within 20 days from the date of opening of tender.
6. Expenditure should be within the approved Budget Provision.
7. The procedure mentioned in Procurement & Contract manual shall prevail for shorts terms tender.

SECTION - II

Formation of Purchase & Works Committee

Division Level Purchase/Works Committee	Existing	Amended/ Proposed	Remarks
Chairman	Executive Engineer	Executive Engineer	-
Convener & Member (Tech.)	Concerned SDO / Senior most SDO in Division	Concerned AE / Attached AE in Division	-
Member (F)	AAO / Accountant posted at respective SE Office (nominated by GM (Finance))	Accountant (posted at Division Office/ AAO(nominated by Director (F)))	Financial evaluation of tender shall be done by concerned Divisional Accountant/Asstt. Accountant.

Note:- Financial evaluation of tender shall be done by concerned Divisional Accountant/Asst. Accountant with Weekly/Fortnightly report to Dir (F)/Nodal C&P.

DGM/SE / Circle Level Purchase/Works Committee	Existing	Amended/Proposed	Remarks
Chairman	Concerned DGM/SE	Concerned DGM/SE	-
Convener & Member (Tech.)	Concerned Ex. Engineer / Senior most Ex. Engineer	Concerned Ex. Engineer	-
Member (F)	Dy.CAO / SAO / AO (nominated by GM (Finance))	Dy.CAO / SAO / AO (nominated by Director (F))	Financial evaluation of tender shall be done by AAO of Zone office/ Nominated by GM (F)

Note :- Financial evaluation of tender shall be done by AAO of Zone office/ nominated by GM (F).

GM / Zone Level Purchase/Works Committee	Existing	Amended/ Proposed	Remarks
Chairman	Concerned CE	Concerned CE	-
Convener & Member (Tech.)	Concerned SE / Senior most SE	Concerned (DGM/SE)	-
Member (F)	GM (Finance) / DGM	GM (Finance) / DGM	Financial evaluation of tender shall

	(Finance)	(Finance) (Nominated by Director (F))	be done by AAO of Zone office.
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Note:- Financial evaluation of tender shall be done by AAO of Zone office.

1. In case of either/or option the senior position in hierarchy shall be the member of the committee unless specifically nominated otherwise.
2. Any case referred from GM/CE/Zone level committed to corporate level committee shall be processed and finalized by corporate C&P department, where CE(C&P) shall be the convener of the corporate level committee.

SECTION - III

Emergency Restoration System

Normally, operation and maintenance of Lines and Sub-stations are to be carried out by the field officers as per the prescribed O&M Manual and the provisions of the State Grid Code in order to ensure reliability and achieve maximum availability of transmission system.

Sometimes, supply failures / Possibility of faults take place in the substation equipment's and lines of 400/200/132/33 KV on account of natural calamity like heavy storms, snowfalls, winds, rains, landslides, forest fire, occurring accidentally etc. Under such conditions, transmission system, lines and substations must be rectified on war-footing basis, without loss of time on tender processing to ensure timely restoration of power supply either departmentally or by employing contractors through telephone or by personal contacts. Orders for supply of materials as well as works for restoration are placed with the supplier / contractor on single / limited quotation basis depending upon the availability of the material supplier / contractor. Field O&M officers are required to take up emergency restoration work immediately to ensure power supply at the earliest possible time. Such emergency restoration works are taken up on taking written approval or seeking telephonic approval/approval on Whatsapp with confirmation by e-mail from higher officers.

Delegation of power on Emergency Restoration System is as under:-

Sr.	Authority	Existing Limit	Amended Limit	Remarks
1.	Executive Engineer (O&M)	<ul style="list-style-type: none"> • Upto Rs. 1 Lakh per case with the written approval or telephonic approval with confirmation by fax from DGM/SE. • More than Rs. 1 Lakh but upto Rs. 2 Lakhs per case with the written approval or telephonic approval with confirmation by fax from GM. • More than Rs. 2 Lakhs but upto Rs. 5 Lakhs per case with the written approval or telephonic 	<ul style="list-style-type: none"> • Upto Rs. 2 Lakhs per case with the written approval, SMS/telephonic approval or through e-mail with confirmation by fax/e-mail from SE. • More than Rs. 2 Lakhs but upto Rs. 5 Lakhs per case with the written approval, SMS/telephonic approval or through e-mail with confirmation by whatsapp/e-mail from CE. • More than Rs. 5 Lakhs but upto Rs. 10 Lakhs per case with the written approval, 	<i>Expenditure should be within the approved Budget Provision.</i>

		<p>approval with confirmation through Whatsapp/mail from Director (Operation).</p> <ul style="list-style-type: none"> • More than Rs. 5 Lakhs per case with the written approval or telephonic approval with confirmation through Whatsapp/mail from MD. 	<p>SMS/telephonic approval or through e-mail with confirmation by whatsapp/e-mail from Director (Operations).</p> <ul style="list-style-type: none"> • More than Rs. 10 Lakhs per case with the written approval, SMS/telephonic approval or through confirmation by Whatsapp/e-mail from MD. 	
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Note:-

1. It is mandatory to place the order for work/purchases after getting the approval from the competent authority within 3 days time.
2. The Executive Engineer shall maintain a Register of ERS work in their offices which shall provide the details of Tender No. and Date, Name of Work/ supply, Photographic evidence (before and after the work), Tendered Amount, Date of Award etc. to ensure that the powers delegated above are strictly complied with. It shall also be ensured by the approving authority i.e. SE/ Chief Engineers/Director (operations) that the ERS Work shall be executed with in minimum possible time to restore electricity supply etc. Concerned CE shall submit updated report fortnightly to concerned Director and Director (F).
3. Videography of the work before start and after completion shall be ensured by concerned EE. If required same may be taken during progress of work.
4. Reporting of the expenditure shall be submitted by concerned Chief Engineer to the Directorate office of the Operations & Finance through e-mail by every month.

SECTION - IV

Printing & Stationery Purchase

Sr. No.	Authority	Existing Limit	Amended Limit	Existing Remarks	Amended Remarks
1.	SDO / AE/AO / PO	Upto Rs. 2,000/- monthly (Upto Rs. 500/- Cash & above Rs. 500/- inviting sealed quotation)	Upto Rs. 2,500/- monthly through cash and maximum Rs. 25,000/- (Rs. Twenty Five Thousand) yearly.		
2.	Executive Engineer/ Dy.CAO / SPO/ SAO	<p>(i) Upto Rs. 10,000/- monthly (Upto Rs. 500/- Cash & above Rs. 500/- inviting sealed quotation)</p> <p>(ii) Computer related stationery like printer cartridge, toner & other spare parts of propriety nature through authorized agent on the basis of single quotation Rs.10,000 per case subject to maximum of Rs. 20,000/- yearly.</p> <p>(iii) Stationery related to Sub- stations, SLDC and commercial documents beyond the above limit can be purchased after approval from competent authorities through open tender.</p>	<p>(i) Upto Rs. 2,500/- monthly through cash and above Rs. 2,500/- and upto Rs. 10,000/- through inviting sealed quotation. Maximum limit Rs. 1,20,000/- (Rs. One Lakh Twenty Thousand) yearly.</p> <p>(ii) Stationery related to Sub- stations, SLDC and commercial documents beyond the above limit can be purchased after approval from concerned CE through open tender. Maximum limit including (i) as above will be Rs. 2,00,000/- (Rs. Two Lakhs) yearly.</p>	<p><i>Stationery shall also include Computer Printer Cartridge & Photo State Machine Toner, expenses on photocopies and office items etc.</i></p> <p><i>Expenditure should be within the approved Budget Provision.</i></p>	<p><i>(i) For the cash expenditure through Temporary Imprest (TI).</i></p> <p><i>(ii) Printing work/Office Stationery Purchase/Contingency works/ Purchase of Books and Periodicals/Computer consumables and propriety spares.</i></p> <p><i>(iii) Expenditure should be within the approved Budget Provision.</i></p>

3.	DGM/SE	Upto Rs.10000 monthly (Upto Rs. 500/- Cash & above Rs. 500/- inviting sealed quotation) For Expenditure related to refreshment/office meeting/ books and periodicals the above limit is 2,500/- monthly against passed vouchers.	Upto Rs. 2,500/- monthly through cash and above Rs. 2,500/- and upto Rs. 20,000/- through inviting sealed quotation. Maximum limit Rs. 2,00,000/- (Rs. Two Lakhs) yearly.		
4.	GM/CE	Full power (Upto Rs.500/- Cash, upto Rs.10,000/- by limited quotation & above Rs.10,000/- through open tender with the approval of GM Purchase & Works Committee) For Expenditure related to refreshment/office meeting/ books and periodicals the above limit is 5,000/- monthly against passed vouchers.	Upto Rs. 10,000/- monthly through cash and above Rs. 10,000/- and upto Rs. 50,000/- through inviting sealed quotation. Maximum limit Rs. 3,00,000/- (Rs. Three Lakhs) yearly.		

Note:-

1. All the expenditure must be recorded in the separate register at Division/Circle/ Zone / HQ level accordingly.
2. Above limit includes expenditure for Computer Printer Cartridge & Photo State Machine Toner, expenses on photocopies and office items etc.

SECTION - V

T&P (Related to Sub-station and Lines)

Sr. No.	Authority	Existing Limit	Amended	Remarks
1	Executive Engineer	<p>Upto Rs. 1 Lakh per year through DGM/SE / Circle Level Committee</p> <p>GM Level Committee has full power beyond Rs. 1 Lakh.</p>	<p>Upto Rs. 5 Lakhs per year through SE Level Committee</p> <p>Beyond Rs. 5 Lakhs and upto Rs. 7.00 Lakhs per year through CE Level Committee</p>	<ul style="list-style-type: none"> ▪ <i>Purchases after sanctioned estimates Purchases through Competent Purchase Committee as described in Section-II.</i> ▪ <i>All purchases through open tender.</i> ▪ <i>Expenditure should be within the approved Budget Provision.</i> ▪ <i>T&P upto to 5 Lakhs per year shall be purchased after getting approval from concerned CE and Beyond Rs. 5 Lakhs and upto Rs. 7.00 Lakhs per year shall be purchased after getting approval of concerned Director after financial concurrence from Director (F).</i>

SECTION - VI

Hiring of Vehicles

Hiring of vehicles for company officials, guests for official work shall be made as per guidelines / laid down procedure for hiring of vehicles through office memorandum no. 363/HR&Admn/PTCUL/P-2 dated 08/04/2009 issued from Corporate Office. The first time approval of Vehicle shall be approved by the concerned Directorate.

NOTE:- The delegation of power is subject to the conditions that the officer hiring taxi/vehicle shall –

- *Uniformity of estimates throughout Corporation.*
- *Record the specific reason for hiring;*
- *Ensure that the expenditure on hiring is in the interest of Company work;*
- *Satisfy that the charges are reasonable in relation to the quality of the service rendered; and Maintain separate proper account of expenditure incurred on hire charges.*
- *Expenditure should be within the approved Budget Provision.*
- *All the concerned Directorates shall maintain the monitoring mechanism for better control of budget before given the principle administrative & financial approval.*
- *The Administrative & Financial approval shall be given by the next higher authority/ reporting officer after taking the one time principle approval from the concern Directorate.*

SECTION - VII

Hire of Offices /Site offices (for projects)/ Transit Camp/Space for stores /Non-Residential hire of land

Sr. No.	Authority	Limit of estimated amount of Rent/lease rent	Remarks
1.	SE Level Committee consisting of - SE - AAO/AO/SAO - Concerned Executive Engineer	Estimated rent/lease rent upto Rs. 20,000/- per month.	<ul style="list-style-type: none"> - The case shall be put up by the concerned EE through SE to CE through GM(Finance) for getting administrative and financial approval from concerned CE. - The nature of property should be in clear title/undisputed. - Minimum three quotations shall be obtained from the owners of the property through spot survey by the concerned EE and AE. - The legal formalities should be done by the concerned EE after getting approval from concerned committee. - The basic amenities shall be decided by the concerned Director office by the Office Memorandum separately.
2.	CE Level Committee consisting of - Concerned CE - DGM/SE (F) / Dy. CAO - Concerned SE Corporate Level Committee consisting of	Estimated rent/lease rent upto Rs. 30,000/- per month.	<ul style="list-style-type: none"> - The case shall be put up by the concerned CE through GM (Finance) for getting administrative and financial approval from concerned Director. - The nature of property should be in clear title/undisputed. - Minimum three quotations shall be obtained from the owners of the property through spot survey by the concerned SE, EE and AE. - The legal formalities should be done by the concerned EE after getting approval from concerned committee.
3.	- Concerned Director - GM (F) - Concerned CE	Estimated rent/lease rent beyond Rs. 30,000/- per month.	<ul style="list-style-type: none"> - The basic amenities shall be decided by the concerned Director office by the Office Memorandum separately. - The case shall be put up by the concerned Director through Director (Finance) for getting administrative and financial approval from Managing Director. - The nature of property should be in clear title/undisputed. - Minimum three quotations shall be obtained from the owners of the property through spot survey by the concerned CE, SE and EE.

			- The legal formalities should be done by the concerned EE after getting approval from concerned committee.
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SECTION - VIII

Sanction of Estimates

Sanction of Estimates of Capital Works/O&M/Special O&M/Deposit works etc has already been delegated by the Managing Director vide OM No. 889/MD/PTCUL/MD(OM)dated 18.05.2020 and further corrigendum OM No. 121/GM(Legal &CS)/PTCUL/ dated 19.05.2020

OM No. 889/MD/PTCUL/MD(OM) dated 18.05.2020

In supersession to all previous orders regarding sanction of estimates by officers of PTCUL, the following powers are hereby delegated.

A Executive Engineer

- (a) Upto the value of Rs. 2 Lakhs for all Capital, O&M, Deposit etc. work.
- (b) Special O&M works upto Rs. 20,000/- yearly with the approval of Superintending Engineer.

B Superintending Engineer

- (a) Upto the value of Rs. 25 Lakhs for all Capital, O&M, Deposit etc. work.
- (b) Special O&M works upto Rs. 2 Lakhs yearly with the approval of Superintending Engineer.

C Chief Engineer

For full value of all Capital, O&M, deposit and special O&M work etc.

The aforesaid Delegation of Powers is subject to Administrative and financial approval of the competent authority and adherence of the General Conditions contained in Section XI of the delegation powers issued vide order no. 395/GM(F&CS)/PTCUL dated 30.05.2009.

[Corrigendum]

OM No. 121/GM(Legal &CS)/PTCUL/ dated 19.05.2020

This corrigendum OM is issued in continuation of Office Memorandum No. 889/ MD/PTCUL/MD(OM) dated 18.05.2020 wherein Para 2 (b) should be amended to correct the typographical mistake. The amended clause be read as under :-

B Superintending Engineer

(b) Special O&M works uptoRs. 2 Lakhs yearly with the approval of Chief Engineer.

SECTION – IX

Consultancy work matters related to Technical/Taxation/Finance and Accounts

Sr. No.	Authority	Limit	Procedure
1.	CE / GM	Upto 10000/- each case maximum 20000/- in a month maximum Rs. 100000.00 in a year	<ul style="list-style-type: none">▪ Subject to approved Budget Provision▪ Through limited quotation basis (minimum 3 quotations)
2.	All Concerned Directors	beyond 10000.00 each case an upto Rs. 25000.00 all the concerned Directors are authorized.	<ul style="list-style-type: none">▪ Subject to approved Budget Provision▪ Through limited quotation basis (minimum 3 quotations)

SECTION – X

Purchases/ Works related to Head Quarter / Corporate Level

Sr. No.	Authority	Limit	Work Details	Procedure
1.	EE (HQPU)/ (PHQPU)	Upto 50000/- each case maximum 200000/- in a month	Expenditure related to Head Quarter / Corporate Level Meetings/Maintenance of Office Building, Equipments & Vehicles/ Furniture & Fixtures/ Training expenses/ Printing and Stationeries items/Celebrations/ Advertisement/ Expenditure related to Directorate Office & camp etc. (As per OM no. 2032/HR&Admin/PTCUL/E-12 dated 02.08.2008).	<ul style="list-style-type: none">▪ Subject to approved Budget Provision▪ Through limited quotation basis (minimum 3 quotations).▪ Purchases/works through competent Committee as per the laid down norms and rules / financial concurrence by AAO posted in HQPU.

Note:- The expenditure beyond the 50000/- above mentioned limit shall be made with approval of Managing Director on the recommendation/consent of Director (HR) with the due financial concurrence.

SECTION – XI

General Instructions

<u>Existing Instructions regarding implementation of DOP</u>	<u>Amended Instructions regarding implementation of DOP</u>
<ol style="list-style-type: none"> 1. Prior approval of MD is mandatory for the purchases/works not approved in the Budget. 2. Once the purchases / works is approved in the Budget by BOD, there is no need for separate administratively or financial approval. However, in no case the expenditure shall increase the expenditure as approved in the Budget. The copy of the approved Revenue and Capital Budget shall be provided to the concerned GMs. Administrative and Financial approval is mandatory, even after the purchase/works are approved in the budget subject to powers delegated above as amended at S.NO. 1 and 2 of Section I. Financial Evaluation of tenders from Rs 1 lakh to Rs. 50 lakh shall be done by an accounts representative nominated by GM (Finance) and Technical Evaluation shall be done by technical representative nominated by Chief Engineer/HOD. 3. The details of the expenditure towards purchases/works shall be provided by the SDO/EE to the GMs on monthly basis. Monthly Statement of Expenditure of the works/purchases shall be compiled at GM level and a copy 	<ol style="list-style-type: none"> 1. Prior approval of MD through Director (Finance) is mandatory for the purchases/works not approved in the Budget or exceeding the approved Budget. The case shall be put up through proper channel before Director (Finance) by the concerned Director with their clear recommendation. In case expenditure incurred exceeding the amount of approved Budget, the information shall be put to Board with reason/ circumstances leading to increase of expenses beyond approved Budget. 2. The copy of the approved/allotted Revenue and Capital Budget shall be provided to the concerned Directorate by the Directorate of (Finance). The concerned Directors shall be allocate the budget to the concerned units/divisions. Administrative and Financial approval is mandatory, even after the purchase/works are approved in the budget subject to powers delegated above mentioned Sections. Financial Evaluation of tenders from Rs 1 lac to Rs. 50 lacs shall be done by an accounts representative nominated by GM (Finance) and Technical Evaluation shall be done by technical representative nominated by Chief Engineer/HOD/GM. 3. The details of the expenditure towards purchases/works shall be provided by the SDO/EE to the CEs/GMs on monthly basis. Monthly Statement of Expenditure of the works/purchases shall be compiled at GM/CE level and a copy of the compiled

of the compiled Monthly Report shall be forwarded to GM (Finance) on monthly basis for Budget control purposes. A copy of the compiled Monthly Report shall also be sent from GM Office to the Corporate Audit Department on monthly basis for audit purposes.

4. For timely progress and transparency, concerned officer shall send the following report to concerned GM on regular basis :-
 - a. Date of approval of specification.
 - b. Date and amount of sanction of Estimates.
 - c. Date of application of tender according to specification.
 - d. Date of opening of tender.
 - e. Date of recommendation of tender.
 - f. Date of approval of tender by purchase/works committee.
 - g. Date of placement of order.
5. Concerned officer shall submit a report to its higher officer in the given format for all the works executed/sanctioned on monthly basis. A copy of the same shall also be sent to the Audit Department regularly on monthly basis. If the information does not reach to the higher officer(s) by 10th of the next month, then the higher official can issue appropriate order including suspension of further work till further orders and recommend administrative action.

S.No.	Purchase of material / work order no & date or Agreement No. and date	Purchase of material /execution of work order/ complete detail of contractors	Material purchase of stores / brief description of work	Quantity of material purchase/ execution of work	Rate of material purchased/ execution of work	Total amount of material purchased/ execution of work
1	2	3	4	5	6	7

6. The concerned officer shall also be responsible to issue work completion report within a month of work completion.
7. If delegation of power is not specifically defined at any

Monthly Report shall be forwarded to GM (Finance) on monthly basis for Budget control purposes.

4. For timely progress and transparency, concerned officer shall send the following report to concerned CE/GM on regular basis :-
 - a. Date of approval of specification.
 - b. Date and amount of sanction of Estimates.
 - c. Date of application of tender according to specification.
 - d. Date of opening of tender.
 - e. Date of recommendation of tender.
 - f. Date of approval of tender by purchase/works committee.
5. Concerned officer shall submit a report to its higher officer in the given format for all the works executed/sanctioned on monthly basis. A copy of the same shall also be sent to the Audit Department/finance department regularly on monthly basis. If the information does not reach to the higher officer(s) by 10th of the next month, then the higher official can issue appropriate order including suspension of further work till further orders and recommend administrative action.

S.No.	Purchase of material / work order no & date or Agreement No. and date	Purchase of material /execution of work order/ complete detail of contractors	Material purchase of stores / brief description of work	Quantity of material purchase/ execution of work	Rate of material purchased/ execution of work	Total amount of material purchased/ execution of work
1	2	3	4	5	6	7

6. The concerned officer shall also be responsible to issue work completion report within a month of work completion
7. If delegation of power is not specifically defined at any

<p>particular level, the power of the concerned official shall not be less than the power delegated to his immediate subordinate officer in the hierarchy.</p>	<p>particular level, the power of the concerned official shall not be less than the power delegated to his immediate subordinate officer in the hierarchy.</p>
<p>8. The purchases / execution of work at Divisional Level shall be of urgent nature only. The stores items so purchased shall be consumed / work order issued shall be executed and completed promptly, preferably within a month from the date of award. No material shall be procured unless available in the stores.</p>	<p>8. The purchases / execution of work at Divisional Level shall be of urgent nature only. The stores items so purchased shall be consumed / work order issued shall be executed and completed promptly, preferably within a month from the date of award. No material shall be procured unless available in the stores.</p>
<p>9. Executive Engineer is responsible to arrange / carry out technical inspection of at least 20% of purchase/works executed in the Division / Zone every year. The report on this technical inspection shall also be sent to his reviewing officer quarterly. Reviewing Officer, if necessary, shall also conduct inspection of the purchases / works executed.</p>	<p>9. Executive Engineer is responsible to arrange / carry out technical inspection of at least 20% of purchase/works executed in the Division / Zone every year. The report on this technical inspection shall also be sent to his reviewing officer quarterly. Reviewing Officer, if necessary, shall also conduct inspection of the purchases / works executed.</p>
<p>10. The purchases / works executed at various levels are subject to financial audit by the Internal Auditors/Internal audit department on concurrent basis.</p>	<p>10. The purchases / works executed at various levels are subject to financial audit by the Internal Auditors/Internal audit department on concurrent basis</p>
<p>11. It is the responsibility of the authority placing the order to confirm the non-availability of material in stores before placing any order for purchase of stores items from outside.</p>	<p>11. It is the responsibility of the authority placing the order to confirm the non-availability of material in stores before placing any order for purchase of stores items from outside. Before purchase of store items, the recommendation from Material Management Department is mandatory</p>
<p>12. The Corporation shall not be responsible for any purchases/works executed beyond the provisions made in the approved budget. Expenditure beyond the approved budget shall be the personal responsibility of the officer(s) concerned incurring such expenditure. Purchases / Works</p>	<p>12. The Corporation shall not be responsible for any purchases/works executed beyond the provisions made in the approved budget. Expenditure beyond the approved budget shall be the personal responsibility of the officer(s) concerned incurring such expenditure. Purchases / Works committee</p>

committee does not have any power to approve expenditure beyond the amount provided in the approved budget. Administrative and punitive action shall be taken against the erring officials made any purchases/works executed beyond the approved budget.

13. Materials, which are of proprietary nature, e.g. VCBs, Capacitor Banks, etc., on need based requirement can be procured from the respective manufacturers / authorized dealers on approved price list / single quotation basis.

14. Except for the regular O&M works, the details of the Scheme and Sanctioned Estimate No. & Amount shall also be recorded in Tender Document as well as in the Contract Agreements.

15. The existing clauses of Section XI of DoP are hereby amended/modified/substituted by the following orders/OMs issued at different times.

Amendment 1

No. 2542/MD/PTCUL/MD(OM) dated 09.09.2013

The Delegation of Powers (DoP) for Procurement of Material and Execution of Works was issued on 30th May, 2009. It has been observed that after a passage of more than 4 years some modifications/amendments are required in the existing clauses for better monitoring, control and proper justification of expenditure. In order to ensure maximum benefits against the expenditure incurred, the following amendments are made in the existing clauses of the DoP to the following extent :

does not have any power to approve expenditure beyond the amount provided in the approved budget. Administrative and punitive action shall be taken against the erring officials made any purchases/works executed beyond the approved budget.

13. Materials, which are of proprietary nature, e.g. VCBs, Capacitor Banks, etc., on need based requirement can be procured from the respective manufacturers / authorized dealers on approved price list / single quotation basis.

14. Except for the regular O&M works, the details of the Scheme and Sanctioned Estimate No. & Amount shall also be recorded in Tender Document as well as in the Contract Agreements.

15. All the Executive Engineer, Superintending Engineers as well as the Chief Engineers/HOD/GMs shall maintain a Tender Register in their offices which shall provide the details of Tender No. and Date, Name of Work/ supply, Tendered Amount, Date of Award etc. to ensure that the powers delegated above are strictly complied with. It shall also be ensured by the Chief Engineers/HOD/GM that the proper packaging of tenders for Supply/ Work shall be made so that the maximum benefits are achieved in terms of fruitful work against the expenditure incurred. It is also directed to stop /avoid splitting of work, so that benefit of economy of scale is also achieved. As advised by the Internal Auditor in its IA report 2012-13 and also discussed in 17th Audit Committee Meeting, at least 30% of the floated/awarded tenders shall be subject to audit.

S.No	Clause Reference of Existing DoP	Existing Clause	Amendment/Additions to Existing Clause
1.	Section XI Clause No. 3	Once the purchase/works is approved in the Budget by BoD there is no need for separate administrative or financial approval.	

16. All the Executive Engineer, Superintending Engineers as well as the Chief Engineers/HOD shall maintain a Tender Register in their offices which shall provide the details of Tender No. and Date, Name of Work/ supply, Tendered Amount, Date of Award etc. to ensure that the powers delegated above are strictly complied with. It shall also be ensured by the Chief Engineers/HOD that the proper packaging of tenders for Supply/ Work shall be made so that the maximum benefits are achieved in terms of fruitful work against the expenditure incurred. It is also directed to stop /avoid splitting of work, so that benefit of economy of scale is also achieved. As advised by the Internal Auditor in its IA report 2012-13 and also discussed in 17th Audit Committee Meeting, at least 30% of the floated/awarded tenders shall be subject to audit.

16. The above Delegation of Power shall be applied to all the departments/wings of PTCUL and strictly complied by all the departments/wings.

17. All the cases related to Administrative/Financial/Technical approval shall put up through proper channel by the concerned department with proper recommendation and justifications of concerned officers of the PTCUL.

18. The above delegation cannot be sub delegated further.

19. The rules and provisions of C&P Manual of PTCUL shall apply for procurement, erection & services. In case rules are not prescribed in C&P manual of PTCUL, then, Procurement rules of Govt. Uttarakhand and rules approved by the BOD shall be enforced to all the departments.

20. In no case the expenditure shall increase the expenditure as approved in the Budget.

21. The financial limits mentioned in the DOP are excluding of taxes and duties

22. Date of placement of order for all works / purchases shall be

	<p>strictly as per and within the approved/Allotted Budget. Budget to be reviewed quarterly.</p> <p>23. Proposal for approval shall include history of previous repairs and any other important/relevant information.</p> <p>24. Any increase in cost due to Quantity Variation, even within variation clause of the contract, must be vetted through the concerned committee.</p>
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