



## PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Regd. Office: PSEB Head Office, The Mall Patiala-147001, Punjab, India.

Corporate Identity Number: U40109PB2010SGC033814 (www.pstcl.org)

**Office of Chief Accounts Officer (Finance & Audit), Budget Section**

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Office Order no. 69 /FA/Budget-59

Date: - 27-12-2018

Pursuant to the decision taken by BODs in its 51st meeting held on 26.11.2018 at VIP Guest House, Mohali, following amendments are hereby made in PSTCL DOP, 2017:-

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
5(a)	a) To convey administrative approval for Purchases against Capital estimates not approved by BODs.	WTDs  Director Concerned	Rs. 10 Crore  Rs. 50 Lac	The power is subject to the conditions that :- (i) The expenditure is restricted to the Budgetary provisions for the year. (ii) And in case of Projects :-	5(a)	a) To convey administrative approval for Purchases against Capital Works not approved by BODs.	WTDs  Director Concerned	Rs. 10 Crore  Rs. 50 Lac	The power is subject to the conditions that :- (i) The expenditure is restricted to the Budgetary provisions for the year. (ii) And in case of Projects :-
5(b)	To convey administrative approval for purchase of T&P including special T&P other than vehicles chargeable to Capital Estimates approved by BoD	Director Concerned  C.Es  S.Es  Sr. Xen	Full Powers  Rs. 20 Lac  Rs. 5 Lac  Rs. 1 Lac	a) The total project cost does not exceed the provision in the project estimates for the sub-head to which the particular work belongs. b) The approval accorded by the Director/CE/SE does not result into any change/increase in the scope/quantum of the work specifically provided in the Project Estimate.	5(b)	To convey administrative approval for purchase of T&P including special T&P other than vehicles chargeable to Capital Works approved by BoD	Director Concerned  C.Es  S.Es  Sr. Xen	Full Powers  Rs. 20 Lac  Rs. 5 Lac  Rs. 1 Lac	a) The total project cost does not exceed the provision in the project estimates for the sub-head to which the particular work belongs. b) The approval accorded by the Director/CE/SE does not result into any change/increase in the scope/quantum of the work specifically provided in the Project Estimate.
10(a)	To convey administrative approval of work expenditure other than building.	WTDs Director concerned  CE's  SE's  Sr. Xen's	Full Powers Rs. 1 Crore  Rs. 20 Lakhs  Rs. 10 Lakhs  Rs. 5 Lakhs	(i) The expenditure is restricted to the budgetary provisions for the year.	10(a)	To convey administrative approval of work expenditure other than building.	WTDs Director concerned  CE's  SE's  Sr. Xen's	Full Powers Rs. 1 Crore  Rs. 50 Lakhs  Rs. 20 Lakhs  Rs. 10 Lakhs	(i) The expenditure is restricted to the budgetary provisions for the year. (ii) The power may also be utilised for according approval to Estimates of Annual Stock Storage.
11	To convey administrative approval of works expenditure on building (Residential/Non-Residential).	WTDs  Director Concerned  C.Es  S.Es  Sr.Xens	Rs. 1 Crore  Rs. 25 Lac  Rs. 10 Lac  Rs. 4 Lac  Rs. 1 Lac	(i) The expenditure is restricted to the Budgetary provisions for the year.	11	To convey administrative approval of works expenditure on building (Residential/Non-Residential).	WTDs  Director Concerned  C.Es  S.Es  Sr.Xens	Rs. 1 Crore  Rs. 50 Lac  Rs. 10 Lac  Rs. 4 Lac  Rs. 1 Lac	(i) The expenditure is restricted to the Budgetary provisions for the year.
13	To convey administrative approval for repairs of vehicles chargeable to Revenue.	C.Es/HODs  S.Es  Sr.Xens	Rs. 2 Lac  Rs. 0.50 Lac  Rs. 0.25 Lac	(i) The expenditure is restricted to the Budgetary provisions for the year.	13	To convey administrative approval for repairs/special repairs of vehicles including Running and maintenance (R&M) expenses chargeable to Revenue.	C.Es/HODs  S.Es  Sr.Xens	Rs. 2 Lac  Rs. 0.50 Lac  Rs. 0.25 Lac	(i) The expenditure is restricted to the Budgetary provisions for the year. (ii) If Special repairs are carried more than once in a year, sanction of next higher authority be obtained.
22	To convey technical estimate for Revenue expenditure on works other than buildings.	C.Es  S.Es  Sr.Xens	Full Powers  Rs. 40 Lac  Rs. 20 Lac	a) The expenditure is restricted to the Budgetary provisions for the year.	22	To convey technical sanction for Revenue expenditure on works other than buildings.	C.Es  S.Es  Sr.Xens	Full Powers  Rs. 40 Lac  Rs. 20 Lac	a) The expenditure is restricted to the Budgetary provisions for the year. b) The power may also be utilised for according approval to Estimates of Annual Stock Storage.

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
23	To convey technical estimate for Revenue expenditure on works on existing residential/ non residential buildings.	C.Es S.Es Sr.Xens	Full Powers Rs. 10 Lac Rs. 2 Lac	a) The expenditure is restricted to the Budgetary provisions for the year.	23	To convey technical sanction for Revenue expenditure on works on existing residential/ non residential buildings.	C.Es S.Es Sr.Xens	Full Powers Rs. 10 Lac Rs. 2 Lac	a) The expenditure is restricted to the Budgetary provisions for the year.
24	To convey technical sanction to detailed estimates for the repairs of T&P including special T&P other than Vehicles chargeable to Revenue.	CE's SE's Sr. Xen's	Full Powers Rs. 1 Lakhs Rs. 20,000	(i) For proprietary items CE's / SE's Full Powers. (ii) The expenditure is restricted to the budgetary provisions for the year	24	To convey technical sanction to detailed estimates for the repairs of T&P including special T&P other than Vehicles chargeable to Revenue.	CE's SE's Sr. Xen's	Full Powers Rs. 1 Lakhs Rs. 50,000	(i) For proprietary items CE's / SE's Full Powers. (ii) The expenditure is restricted to the budgetary provisions for the year
25	To convey technical Sanction to detailed estimates for the repairs of Vehicles chargeable to Revenue.	C.Es S.Es Sr.Xens	Full Powers Rs. 1 Lac Rs. 20,000	(i) The expenditure is restricted to the Budgetary provisions for the year.	25	To convey technical Sanction to detailed estimates for the for the repairs/special repairs of Vehicles including Running and maintenance (R&M) expenses chargeable to Revenue.	C.Es S.Es Sr.Xens	Full Powers Rs. 1 Lac Rs. 50,000	(i) The expenditure is restricted to the Budgetary provisions for the year. (ii) If Special repairs are carried more than once in a year, sanction of the next higher authority be obtained.
27	Filing of review petition with PSERC. Filing of appeal with ATE, New Delhi. Filing of petition with CERC.	Committee comprising CMD, Director/F&C & Director/Tech.	Full Powers		27	Filing of ARR with PSERC. Filing of review petition with PSERC. Filing of appeal with ATE, New Delhi. Filing of petition with CERC. Filing of appeal related to ARR with APTEL and Civil Courts.	Committee comprising CMD, Director/F&C & Director/Tech.	Full Powers	
40	To purchase material (alongwith Annual Maintenance Contract if required) including special equipment, T&P items, stores, Computer hardware, software, & other related peripherals, special and ordinary T&P including	Committee of WTDs Central Purchase Committee Purchase Committee (General) C.Es/HODs	Upto Rs. 20 Crore Upto Rs. 2 Crore Upto Rs. 40 Lacs Upto Rs. 10 Lacs	Delegation under Limited Tender System are subject to the following conditions :- (a) Unless competitive tenders from at least three firms are received, the quotations shall be rejected. (b) In case the demand happens to be very urgent and the quotations have been received less than three, the power to	40	To purchase material (alongwith Annual Maintenance Contract if required) including special equipment, T&P items, stores, Computer hardware, software, & other related peripherals, special and ordinary T&P	Committee of WTDs Central Purchase Committee Purchase Committee (General) C.Es/HODs	Upto Rs. 20 Crore Upto Rs. 2 Crore Upto Rs. 40 Lacs Upto Rs. 10 Lacs	Delegation under Limited Tender System are subject to the following conditions :- (a) Unless competitive tenders from at least three firms are received, the quotations shall be rejected. (b) In case the demand happens to be very urgent and the quotations have been received less than three, the power to

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
	vehicles, mathematical and survey equipment, electronic equipments & devices, special equipments and instruments or experimental works connected with basic and fundamental Research scheme.	S.Es	Upto Rs. 2.5 Lacs	effect purchase on the basis of number of tenders received shall vest with the authority next above the ordinarily competent to sanction purchase, provided the said next higher authority certifies that the rates in the tender proposed to be accepted are reasonable. (c) In case material is to be procured from firms standardized by the PSTCL, tenders should be invited from all the standardized firms but if the quotations received are less than 3 and re-invitation of tenders is not considered feasible, the approval of next higher authority shall be obtained for. However the condition of next higher authority shall not apply to WTDs, Central Purchase Committee and Purchase Committee (General). (d) The system of inviting quotations from registered firms for total value of purchases costing Rs. 50,000 and above upto Rs 5 Lacs, be adopted only for immediate requirements of stores and the such emergency shall be certified by the Indenting Officer in writing and countersigned by the Sanctioning Authority. (e) Provided that Central Purchase Committee/Purchase Committee (General) shall be voting unanimously in exercise of power delegated to it and in case of difference of opinion between the members of Central Purchase Committee/Purchase Committee (General) the cases of Purchases are to be referred to the BODs /WTDs. (f) WTD may allow additional quantity upto 20% of the NIT Quantity in emergent cases. (g) Subject to General Conditions stated after DOP serial no. 42		including vehicles, mathematical and survey equipment, electronic equipments & devices, special equipments and instruments or experimental works connected with basic and fundamental Research scheme.	S.Es	Upto Rs. 2.5 Lacs	effect purchase on the basis of number of tenders received shall vest with the authority next above the ordinarily competent to sanction purchase, provided the said next higher authority certifies that the rates in the tender proposed to be accepted are reasonable. (c) In case material is to be procured from firms standardized by the PSTCL, tenders should be invited from all the standardized firms but if the quotations received are less than 3 and re-invitation of tenders is not considered feasible, the approval of next higher authority shall be obtained for. However the condition of next higher authority shall not apply to WTDs, Central Purchase Committee and Purchase Committee (General). (d) The system of inviting quotations from registered firms for total value of purchases costing Rs. 50,000 and above upto Rs 5 Lacs, be adopted only for immediate requirements of stores and the such emergency shall be certified by the Indenting Officer in writing and countersigned by the Sanctioning Authority. (e) Provided that Central Purchase Committee/Purchase Committee (General) shall be voting unanimously in exercise of power delegated to it and in case of difference of opinion between the members of Central Purchase Committee/Purchase Committee (General) the cases of Purchases are to be referred to the BODs /WTDs. (f) WTD may allow additional quantity upto 20% of the NIT Quantity in emergent cases. (g) Subject to General Conditions stated after DOP serial no. 42
		Sr.Xens	Upto Rs. 50,000				Sr.Xens	Upto Rs. 1,00,000	

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
42	To purchase of material and repair of equipments related to transmission system (under Emergent Spot purchases / repairs of Transmission system)	CE's  SE's  Sr. Xen's   AEEs / AEs	up to Rs. 40,000  up to Rs. 20,000  up to Rs. 10,000   up to Rs. 5,000	i) For making purchases / repairs against each payment without calling for competitive quotations in the best interest of the plant and Estt. A certificate shall, however be recorded in writing by the concerned official that the prices have been ascertained from the local market and are lowest and reasonable. ii) Subject to annual (FY wise) limits are as under:- a) CE Rs. 1 lac b) SE Rs.50,000 c) Sr. Xen Rs.25,000 d) AEE/AE Rs 12,500  (iii) Subject to General Conditions stated below.	42	To purchase of material and repair of equipments related to transmission system (under Emergent Spot purchases / repairs of Transmission system)	CE's  SE's  Sr. Xen's   AEEs / AEs	up to Rs. 40,000  up to Rs. 20,000  up to Rs. 10,000   up to Rs. 5,000	i) For making purchases / repairs against each payment without calling for competitive quotations in the best interest of the plant and Estt. A certificate shall, however be recorded in writing by the concerned official that the prices have been ascertained from the local market and are lowest and reasonable. ii) Subject to annual (FY wise) limits are as under:- a) CE Rs. 2 lac b) SE Rs. 1 lac c) Sr. Xen Rs.50,000 d) AEE/AE Rs 25,000  (iii) Subject to General Conditions stated below.
<p><b>GENERAL CONDITIONS</b> All the above delegations mentioned in the DOP no. 38 to DOP no. 42 are further subject to the Purchase Regulations and following general conditions requiring careful observance.</p> <p>(a) The powers are to be exercised in each case, subject to the Annual Purchase Limit fixed by the Board of Directors Provided further that :-</p> <p>(i) Purchases are made against Sanctioned Estimates. (ii) Budget Grant for the year is not exceeded. (iii) The material procured is to be actually consumed on the works during the same financial year or at the most within the 1st quarter of the next financial year. (iv) The annual requirement for each item is worked out in advance with a view to arrange their procurement at the level of the Competent Purchasing Authority and the quantities are not split up so as to enable their purchases at the lower competent level.</p> <p>(b) The items of Stores prescribed by the Board to be purchased centrally are to be purchased only by the Central Purchase Committee/Purchase committee General and no powers are delegated to other authorities, CPC/PCG may, however, permit the field S.Es to purchase certain items themselves, where Committee consider it to be appropriate and in the interest of work.</p> <p>(c) Tenders/quotations shall be invariably be opened by the Tendering Officer in the presence of another officers including one from Finance and tenderers who present themselves on the occasion.</p> <p>(d) Register of Tenders received shall be maintained and signed by all officers present at the time of opening the tenders.</p> <p>(e) The powers for purchases against works should also be exercisable in cases where permission to take up the work in anticipation of Sanction of estimate has been obtained.</p> <p>(f) The Annual Purchase Limit for purchases against works as given against (a) (ii) above shall not be applicable in case of purchases made for the construction works against Projects, provided that:- (i) Purchases are made against Sanctioned Estimates. (ii) Budget Grant for the year is not exceeded.</p> <p>(iii) The material procured is to be actually consumed on the works during the same financial year or at the most within the 1st quarter of the next financial year. (iv) The annual requirement for each item is worked out in advance with a view to arrange their procurement at the level of the Competent Purchasing Authority and the quantities are not split up so as to enable their purchases at the lower competent level.</p>					<p><b>GENERAL CONDITIONS</b> All the above delegations mentioned in the DOP no. 38 to DOP no. 42 are further subject to the Purchase Regulations and following general conditions requiring careful observance.</p> <p>(a) The powers are to be exercised in each case, subject to the Annual Purchase Limit fixed by the Board of Directors Provided further that :-</p> <p>(i) Purchases are made against Sanctioned Estimates. (ii) Budget Grant for the year is not exceeded. (iii) The material procured is to be actually consumed on the works during the same financial year or at the most within the 1st quarter of the next financial year. (iv) The annual requirement for each item is worked out in advance with a view to arrange their procurement at the level of the Competent Purchasing Authority and the quantities are not split up so as to enable their purchases at the lower competent level.</p> <p>(b) The items of Stores prescribed by the Board to be purchased centrally are to be purchased only by the Central Purchase Committee/Purchase committee General and no powers are delegated to other authorities, CPC/PCG may, however, permit the field S.Es to purchase certain items themselves, where Committee consider it to be appropriate and in the interest of work.</p> <p>(c) Tenders/quotations shall be invariably be opened by the Tendering Officer in the presence of another officers including one from Finance and tenderers who present themselves on the occasion.</p> <p>(d) Register of Tenders received shall be maintained and signed by all officers present at the time of opening the tenders.</p> <p>(e) The powers for purchases against works should also be exercisable in cases where permission to take up the work in anticipation of Sanction of estimate has been obtained.</p> <p>(f) The Annual Purchase Limit for purchases against works as given against (a)(ii) above shall not be applicable in case of purchases made for the construction works against Projects, provided that:- (i) Purchases are made against Sanctioned Estimates. (ii) Budget Grant for the year is not exceeded.</p> <p>(iii) The material procured is to be actually consumed on the works during the same financial year or at the most within the 1st quarter of the next financial year. (iv) The annual requirement for each item is worked out in advance with a view to arrange their procurement at the level of the Competent Purchasing Authority and the quantities are not split up so as to enable their purchases at the lower competent level.</p>				
44	<b>(C) Single Tenders</b>				44	<b>(C) Single Tenders</b>			
	To accept tenders for the execution of works by contract including Annual Maintenance Contract.	Committee of WTDs  Works Committee C.Es  S.Es	Upto Rs. 10 Crore  Upto Rs. 50 Lacs Upto Rs. 30 Lacs Rs. 5 Lacs	Provisions of Works Regulations in force should invariably be ensured in each case.  See Note below.		To accept tenders for the execution of works by contract including Annual Maintenance Contract.	Committee of WTDs  Works Committee C.Es  S.Es  Sr. Xens	Upto Rs. 10 Crore  Upto Rs. 50 Lacs Upto Rs. 30 Lacs Rs. 5 Lacs Rs. 25,000	Provisions of Works Regulations in force should invariably be ensured in each case.  See Note below.

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
	Note: Provided that Works Committee shall be voting unanimously in exercise of power delegated to it and in case of difference of opinion between the members of Works Committee the cases are to be referred to the BODs /WTDs.					Note: (i) Provided that Works Committee shall be voting unanimously in exercise of power delegated to it and in case of difference of opinion between the members of Works Committee the cases are to be referred to the BODs /WTDs. (ii) (a) "In case of Open Tenders and Limited Tenders for Works where competency lies with Works Committee and below , If the Tender cost is higher than the estimated cost, Director/Technical is authorised to approve the tender case upto 5% above the estimated cost and for tender case above 5% the case shall be submitted to BODs/WTDs for decision as per the requirement/justification". (b) In case of Emergent/Deposit Works consisting of Labour rates for stubbing, erection and stringing/sagging of 132/220KV Transmission Lines, Director/Technical is authorised to approve the rates upto 15% higher than the rates approved by BODs/WTDs. For these works, CE/TS is authorised to allot the works to empanelled contractors/contractors qualifying the laid down criteria through E-tendering/Limited Tenders by seeking discounts on rates for the various items of work as approved by BODs/WTDs within the powers delegated to him under the DOP.			
61	Purchase of Telephone instruments, A.Cs, Water coolers, Water purifiers including R.O systems, Heat convector, Heater, Blower, Fax machines, Photocopier and other office equipments.	HODs  SEs & equivalents  Sr.Xens & equivalents	Rs. 50,000  Rs. 10,000  Rs. 5,000	Provided:- 1) Budget sanction in taken in advance before making expenditure. 2) Purchases are to be effected as per Purchase regulations.	61	Purchase of Telephone instruments, A.Cs, Water coolers, Water purifiers including R.O systems, Heat convector, Heater, Blower, Fax machines, Photocopier and other office equipments.	HODs  SEs & equivalents  Sr.Xens & equivalents	Rs. 50,000  Rs. 10,000  Rs. 5,000	Provided:- 1) Budget sanction in taken in advance before making expenditure. 2) Purchases are to be effected as per Purchase regulations. 3) For Photostat machine, Powers of HODs will be Rs. 1,00,000/-.
66(b)	Approval of fee for attending Workshops, conferences and seminars organised by ICAI/ICWAI or any other professional Institution.	CMD  Dir./F&C	Full powers  Maximum Rs.2000/- per Delegation	Subject to the condition that cost of one seminar should not exceed Rs.5000/- and Rs.50000/- p.a.	66(b)	Approval of fee for attending Workshops, conferences and seminars organised by ICAI/ICWAI or any other professional Institution.	CMD  Dir./F&C	Full powers  Maximum Rs.2000/- per Delegate	Subject to the condition that cost of one seminar should not exceed Rs.5000/- and Rs.50000/- p.a.
69	To Sanction contingent expenditure of a recurring nature not otherwise provided for in the rules.	Heads of Departments  S.Es& Equivalent  Company Secretary/Sr.Xens/Dy.CA Os/Dy.Secy  AEs/AEEs/A Os/Sr.AOs & equivalent	Rs.25,000 in each case.  Rs. 10,000 in each case  Rs. 5,000 in each case  Rs. 2,000 in each case	Powers will be exercised in respect of:- i) Telephone expenses - Connection to be provided as per norms ii) Photocopier's maintenance, refilling iii) Photostat iv) Revenue/Postage Stamps/Couriers etc. v) Annual maintenance contract of office equipment not taken initially at the time of purchase of equipment.	69	To Sanction contingent expenditure of a recurring nature not otherwise provided for in the rules.	Heads of Departments  S.Es& Equivalent  Company Secretary/Sr.Xens/Dy.CA Os/Dy.Secy  AEs/AEEs/AOs/ Sr.AOs & equivalent	Rs.25,000 in each case.  Rs. 10,000 in each case  Rs. 5,000 in each case  Rs. 2,000 in each case	Powers will be exercised in respect of:- i) Telephone expenses - Connection to be provided as per norms ii) Refilling of Printers and Photocopier cartridge. iii) Photostat iv) Revenue/Postage Stamps/Couriers etc. v) Annual maintenance contract of office equipment not taken initially at the time of purchase of equipment. vi) Contingent IT Items, other misc items.
71	To outsource the work of sweeping, cleaning & gardening through contractor where the cost is chargeable to contingencies/Annual Estimate.	C.Es/HODs	Full Powers	For their own office, Sub-station and the offices subordinate to them.	71	To outsource the work of sweeping, cleaning & gardening through contractor where the cost is chargeable to contingencies/Annual Estimate.	C.Es/HODs/SEs	Full Powers	For their own office, Sub-station and the offices subordinate to them.

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
72	To Sanction non-recurring expenditure chargeable to Contingencies where no special power is prescribed in the rules.	C.E.s/HODs  S.Es  Company secretary/Sr.Xens/Dy. CAO,Dy. Secretary & equivalent  AEs/AEEs/Incharge of S/S	Upto Rs.25,000 in each case  Upto Rs.5,000 in each case  Upto Rs.2,500 in each case  Upto Rs.1,000 in each case	<p><b>Note 1</b> In case where the purchase has to be made at the spot after examining the quality and the articles are not covered by any specific prescribed specification, the Chief Engineer/HOD is authorized to accord sanction in effecting such purchases upto Rs.10,000 in each case without inviting competitive quotations provided it is certified that the rates have been ascertained from the market and are reasonable and the official authorized to make the purchases shall coopt two other officers(One from Finance) authorized by the competent authority in case purchase price is more than Rs. 5000 in each case.</p> <p>The powers will be exercised in respect of the following items:- 1) Purchase of locks, office use items like fluorescent tubes, table lamps, call bells, cells and all other articles for office use except office furniture. 2) Purchase of Clocks, Time piece, Table top etc. 3) Purchase of articles(including its accessories) relating to hot, airy and cold weather arrangements as per norms 4) Preparation of name plates and office boards. Other petty purchases of articles of office use only required from time to time. 5) purchase of articles, for cultural programs such as erection of stage, hiring of sound system, hiring of Dresses and artificial Jewellery hiring of musician and hiring of furniture etc.</p>	72	To Sanction non-recurring expenditure chargeable to Contingencies where no special power is prescribed in the rules.	C.E.s/HODs  S.Es  Company secretary/Sr.Xens/Dy.CAO,Dy. Secretary & equivalent  AEs/AEEs (Incharge of S/S)	Upto Rs.25,000 in each case  Upto Rs.5,000 in each case  Upto Rs.2,500 in each case  Upto Rs.1,000 in each case	<p><b>Note 1</b> In case where the purchase has to be made at the spot after examining the quality and the articles are not covered by any specific prescribed specification, the Chief Engineer/HOD is authorized to accord sanction in effecting such purchases upto Rs.10,000 in each case without inviting competitive quotations provided it is certified that the rates have been ascertained from the market and are reasonable and the official authorized to make the purchases shall coopt two other officers(One from Finance) authorized by the competent authority in case purchase price is more than Rs. 5000 in each case.</p> <p>The powers will be exercised in respect of the following items:- 1) Purchase of locks, office use items like fluorescent tubes, table lamps, call bells, cells and all other articles for office use except office furniture. 2) Purchase of Clocks, Time piece, Table top etc. 3) Purchase of articles(including its accessories) relating to hot, airy and cold weather arrangements as per norms 4) Preparation of name plates and office boards. Other petty purchases of articles of office use only required from time to time. 5) purchase of articles, for cultural programs such as erection of stage, hiring of sound system, hiring of Dresses and artificial Jewellery hiring of musician and hiring of furniture etc.</p>

Existing DOP					Amended DOP					
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	
				<p>expenditure on account of entertainment/refreshment to the artists during rehearsals etc.</p> <p>6) Petty expenditure to be incurred in connection with Photography, Designing cassette, decoration printing, local conveyance, press facility articles, hiring of singers,</p> <p>7) Expenditure on cancellation on Rail/Air bookings. Note 2 The powers will be exercised only if order is to be placed at the lowest rate and in case the quotation other than the lowest is to be accepted for one reason or the other, approval of the Head of Department shall be obtained.</p>						<p>expenditure on account of entertainment/refreshment to the artists during rehearsals etc.</p> <p>6) Petty expenditure to be incurred in connection with Photography, Designing cassette, decoration printing, local conveyance, press facility articles, hiring of singers,</p> <p>7) Expenditure on cancellation on Rail/Air bookings. Note 2 The powers will be exercised only if order is to be placed at the lowest rate and in case the quotation other than the lowest is to be accepted for one reason or the other, approval of the Head of Department shall be obtained.</p> <p>8) Expenditure on filing of oil/petrol/lubricant in vehicles of Head Office.</p>
75	To Sanction purchase of Furniture as per latest Furniture policy in force.	C.Es/HODs/Chief Auditor/Company Secretary	Full Powers	<p>Subject to the conditions:-</p> <p>1. Furniture should be as per approved specifications/model/make.</p> <p>2. Purchase of non standardized furniture to be made only after approval by Dir. Admin.</p> <p>3. CE/TS, CE/PM &amp; CE/SLDC are authorized to purchase the standardized furniture for the respective offices and offices under them. For remaining offices, CE-Admin/HR is authorized to purchase the furniture after taking demand from HODs.</p>	75	To Sanction purchase of Furniture as per Furniture policy in force.	<p>For the offices of CMD, Directors &amp; Office of CE/HIS&amp;D and offices subordinate to them.</p> <p>For Other offices: for their own offices and offices subordinate to them.</p>	<p>CE/HR &amp; Admin.</p> <p>C.Es/HODs /Company Secretary</p>	<p>Full Powers</p> <p>Full Powers</p>	<p>Subject to the conditions:-</p> <p>1. Furniture should be purchased as per norms fixed by PSTCL from time to time.</p> <p>2. Subject to Budget grant.</p>

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
78	To Sanction Misc. expenditure in connection with Civil suits, Writ petitions, Arbitration proceedings, Appeals or any other legal proceedings instituted defended with the approval of the controlling authority as defined in the Conduct of Business Regulations as adopted by PSTCL.	C.Es/HODs  S.Es  Sr. Xens./ Deputy Secretary & equivalent	Rs.10,000 in each case  Rs.5,000 in each case  Rs.2,500 in each case	All Misc. Legal expenditure including Court Fee, Stamp Paper, Affidavit, Stamps, filing fees, court fees, Notary fees etc. except counsel fee and munshiana is to be sanctioned under this DOP.	78 (a)	To Sanction Misc. expenditure in connection with Civil suits, Writ petitions, Arbitration proceedings, Appeals or any other legal proceedings instituted defended with the approval of the controlling authority as defined in the Conduct of Business Regulations as adopted by PSTCL.	CMD  Director Concerned  C.Es/HODs  S.Es  Sr. Xens./ Deputy Secretary & equivalent	Rs.10,00,000 In each case  Rs. 5,00,000 In each case  Rs.10,000 in each case  Rs. 5,000 in each case  Rs.2,500 In each case	All Misc. Legal expenditure including Court Fee, Stamp Paper, Affidavit, Stamps, filing fees, court fees, Notary fees etc. except counsel fee and munshiana is to be sanctioned under this DOP.
New DOP					78 (b)	I) Payment of Annual License fee/ARR filing fee and other misc petition fee etc to PSERC.  II) Payment of fee to other appellate authorities i.e. APTEL/Civil courts (for appeal filed regarding ARR).	Director F&C	Full Powers	
79	To Sanction all kind of payments of counsel fee in total settlement including Munshiana etc.  i) For Advocates not on PSTCL's Panel  ii) For Advocates on PSTCL's Panel	CMD  C.Es/HODs/ S.Es & equivalent	Full Powers  At PSTCL's rate for Senior and Junior Advocates	Note: 1. In cases where the suits are withdrawn, compromised or dismissed in default or on preliminary objections or where no evidence is recorded, depending upon the labor of the Counsel half of the aforesaid fee shall be paid.  2. An advance of running payment to the extent of half of the said fee may be made to a lawyer on his demand.  3. Where a number of cases involving common question of law/facts or where land acquisition case belonging to different	79	To Sanction all kind of payments of counsel fee in total settlement including Munshiana etc.  i) For Advocates not on PSTCL's Panel  ii) For Advocates on PSTCL's Panel	CMD  C.Es/HODs/S.Es & equivalent	Full Powers  At PSTCL's rate for Senior and Junior Advocates	Note: 1. In cases where the suits are withdrawn, compromised or dismissed in default or on preliminary objections or where no evidence is recorded, depending upon the labor of the Counsel half of the aforesaid fee shall be paid.  2. An advance of running payment to the extent of half of the said fee may be made to a lawyer on his demand.  3. Where a number of cases involving common question of law/facts or where land acquisition case belonging to different



Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
		Sr. Xens./ Deputy Secretary & equivalent	At PSTCL's rate for Junior Advocates.	land owners are decided through a Judgment, the Counsel to whom such cases are entrusted for institution/defence will be entitled to fees for drafting and appearance/arguments in the main & connected case as per approved rates.  4. For legal matter of civil and criminal in nature related to law point - For appointing the counsel, approval of CMD is to be taken by respective HODs through Legal cell  5. For other matters e.g. Legal Consultancy, Financial/Taxation matter, Technical, Consultancy of ARR etc. - For appointing counsel, approval of CMD is to be taken by respective HODs.			Sr. Xens./ Deputy Secretary & equivalent	At PSTCL's rate for Junior Advocates.	land owners are decided through a Judgment, the Counsel to whom such cases are entrusted for institution/defence will be entitled to fees for drafting and appearance/arguments in the main & connected case as per approved rates.  4. For legal matter of civil and criminal in nature related to law point - For appointing the counsel, approval of CMD is to be taken by respective HODs through Legal cell  5. For other matters e.g. Legal Consultancy, Financial/Taxation matter, Technical, Consultancy of ARR etc. - For appointing counsel, approval of CMD is to be taken by respective HODs.
Note:- Payment to arbitrator will be made as per PSTCL norms fixed from time to time.									
80	Engaging practicing Company Secretary/Chartered Accountant/Legal and other Professional firms/Cost Accountant for any work including taking any Certificates/reports/ Pre-certification of documents/ e-forms/opinions, which are needed in relation to statutory compliances and any other official purpose.	Director/F&C	Rs. 20,000 in each case.	Subject to Budget grant	80	Engaging practicing Company Secretary/Chartered Accountant/Legal and other Professional firms/Cost Accountant for any work including taking any Certificates/reports/ Pre-certification of documents/ e-forms/opinions, which are needed in relation to statutory compliances and any other official purpose.	Director/F&C.	Rs. 50,000 in each case.	Subject to Budget grant
81	To Sanction purchase of stationary for the requirement of the offices of the PSTCL  - For Centralized purchase	Purchase Committee (General)  CE/HR & Admin.	As per Purchase Regulations  Rs 20,000 in each case	Provided for the purchase of centralized articles, nonavailability certificate shall be obtained from concerned office .	81	To Sanction purchase of stationary for the requirement of the offices of the PSTCL  - For Centralized purchase of only printed stationary carrying insignia of PSTCL/Govt.	Purchase Committee (General)  CE/HR & Admin.	As per Purchase Regulations  Rs 20,000 in each case	Provided for the purchase of centralized articles, nonavailability certificate shall be obtained from concerned office .

Existing DOP					Amended DOP				
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
	- For Decentralized purchase	C.Es/HODs  S.Es & Equivalent  Company Secretary/ Sr.Xens/Dy. Secy & equivalent  AEEs/AEs incharge of S/S	Rs.40,000 in each case (for offices subordinate to them and their own offices)  Rs.5,000 in each case  Rs.3,000 in each case  Rs.1,000 in each case			- For Decentralized purchase of all stationary items including A4 photostat papers except printed stationery carrying insignia of PSTCL/Govt.	C.Es/HODs  S.Es & Equivalent  Company Secretary/ Sr.Xens/ Dy. Secy & equivalent  AEEs/AEs (incharge of S/S)	Rs.40,000 in each case (for offices subordinate to them and their own offices)  Rs.5,000 in each case  Rs.3,000 in each case  Rs.1,000 in each case	
	New DOP				Sr. no. 102	To grant honorarium for setting, evaluating Departmental Accounts Examination papers and other works relating to Departmental Accounts Examination at rates approved by BODs.	CE/HIS&D	Full Powers	Subject to the terms and conditions and rates fixed for setting/evaluation of papers/Answer books for various Departmental Accounts Examination by the Corporation from time to time and the service rendered does not fall within the course of ordinary duties of the employees.
	New DOP				Sr. no. 103	To sanction installation of new telephone lines/Internet Connection.	Committee comprising of Director/F&C and Director/Admin. Director/F&C shall be the chairman and Dy. Secy/ General shall be the convener of the committee.	Full powers	

It is further clarified that AEs/AEEs/incharge of S/S wherever quoted in PSTCL DOP-2017 may be read as AEs/AEEs (Incharge of S/S). All the relevant DOPs may be deemed to be have been amended to that extent.

Following additional note is inserted to Guidelines of PSTCL, DOP-2017 as sr no. (xii):-

Wherever the powers of any authority are not specified in any of the provisions of the DOP, these may be exercised by the officers equivalent in rank, if the DOP is relevant to their office.

3099/3133  
27/12/18

-sd-  
Dy. CAO (Finance),  
PSTCL, Patiala

Copy of the above is forwarded to the following offices for information and further necessary action please:-

- 1) Sr. PS to CMD, PSTCL, Patiala.
- 2) Dy. Secy to Director/Technical, PSTCL, Patiala
- 3) Sr. PS to Director/F&C, PSTCL, Patiala.
- 4) Sr. PS to Director/Admin, PSTCL, Patiala.
- 5) All EICs/CEs/HODs of PSTCL.
- 6) All Dy. CE/SEs of PSTCL.
- 7) PA to CAO (Finance & Audit), PSTCL, Patiala.

CC:-

- 1) Company Secretary, PSTCL, Patiala in reference to their U.O no. 1766/BOD/51.31/PSTCL dated 11.12.2018 for information and further necessary action please.
- 2) DGM/IT for uploading on PSTCL website as latest update.

S. Gupta  
Dy. CAO (Finance),  
PSTCL Patiala