

**PUNJAB STATE TRANSMISSION CORPORATION  
LIMITED**

**DELEGATION OF POWERS**



**PUNJAB STATE TRANSMISSION CORPORATION  
LIMITED  
PATIALA**

**2017**

**PSTCL - Delegation of Powers**

**INDEX**

| Sr. No.  | Nature of power   |
|--|---|
| 1  | 2   |
| <b>1. Administrative approval of Works chargeable to Capital Heads of the Account.</b> |   |
| 1  | For works other than residential buildings forming part of a project approved by BODs/WTDs/Directors.   |
| 2  | For works (including building) during construction chargeable to project estimates not covered in approved projects by the BODs/WTDs.   |
| 3  | For Capital Expenditure on the construction of new building (residential & non residential) approved by BODs/WTDs.  |
| 4  | For Expenditure of capital nature on existing works and buildings (both residential and non-residential).   |
| 5  | a) For Purchases against Capital estimates not approved by BODs.<br>(b) For purchase of T&P including special T&P other than Vehicles chargeable to Capital Estimates approved by BODs. |
| 6  | For purchase of vehicles chargeable to Capital works approved by WTDs.  |
| 7  | For Expenditure on Experimental works connected with the basic and fundamental Research Schemes approved by Director concerned.   |
| 8  | For detailed estimates for survey, preliminary to the preparation of the schemes with the approval of Director concerned.   |
| 9  | For incurring capital expenditure on works for which no budget is made.   |
| <b>2. Administrative approval of Works chargeable to Revenue Heads of the Account.</b> |   |
| 10   | (a) Works expenditure other than building.<br>(b) Pay interest/liabilities as per orders of PSERC/onmbudsman/Hon'ble Courts/arbitrator.   |
| 11   | For works expenditure on building (Residential/Non-Residential).  |
| 12   | For repairs of T&P including special T&P other than Vehicles chargeable to Revenue.   |
| 13   | For repairs of vehicles chargeable to Revenue.  |
| <b>3. Technical Sanction for Works chargeable to Capital Heads of the Account.</b>     |   |
| 14   | Detailed estimates chargeable to a project estimate already administratively approved.  |
| 15   | Work during construction chargeable to project estimates not forming part of the Project Estimate already approved by the BODs/WTDs.  |
| 16   | Detailed estimates of experimental works connected with basic and fundamental Research Schemes.   |
| 17   | Detailed estimates for Survey preliminary to the preparation of Schemes.  |
| 18   | Detailed estimates for purchase of T & P including special T & P other than Vehicles already administratively approved.   |
| 19   | Detailed estimates for the purchase of Vehicles.  |
| 20   | Estimates for repairs and carriage of T&P including special T&P other than Vehicles.  |
| 21   | Expenditure of Capital nature on new and existing buildings (both residential and non-residential).   |
| <b>4. Technical Sanction for Works chargeable to Revenue Heads of the Account.</b>     |   |
| 22   | Estimate for Revenue expenditure on works other than buildings.   |
| 23   | Estimate for Revenue expenditure on works on existing residential/ non residential buildings.   |
| 24   | For Detailed estimates for the repairs of T & P including special T & P other than Vehicles chargeable to Revenue.  |
| 25   | Convey technical Sanction to detailed estimates for the repairs of Vehicles chargeable to Revenue.  |
| 26   | Sanction Deposit Works and to Sanction refund to prospective consumers of the amount deposited by him in first instance in excess of the unjustified amount.                            |
| <b>5. Miscellaneous Approvals</b>  |   |
| 27   | Filing of review petition with PSERC.<br>Filing of appeal with ATE, New Delhi.<br>Filing of petition with CERC .  |
| 28   | Filing of Misc. petitions with PSERC/CERC/APTEL.  |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b>   | <b>Nature of power</b>  |
|--|---|
| <b>1</b>   | <b>2</b>  |
| 29   | Waive off surcharge Levied on account of late payment where levy of surcharge is not due to fault of consumer.  |
| 30   | Approval of journeys by official/private vehicles for official journeys beyond allowable limits.  |
| 31   | Sanctioning of vehicles.  |
| 32   | Allow retaining of house/flat in colonies   |
| 33   | Approval of expenditure on Office Contingencies of CMD/Directors.   |
| 34   | Approval of expenditure on Hospitality to provide lunch etc. for visiting officers.   |
| 35   | Approval of term & conditions of raising term loans from Financial Institutions against Sanctioned schemes and authorization of person for signing of loan documents. |
| 36   | Allow Imprest.  |
| 37   | Approval of Non-Planned Projects Other than Building and vehicles.  |
| <b>6. Power to sanction Purchase of equipment and stores</b> |   |
| 38   | Against rates contracts and from BBMB, PSPCL, PGCIL and other Central/Punjab Govt. Departments (Both for Stock and Specific works)                                    |
| 39   | Under Open Tender System (For Stock & Specific works)   |
| 40   | Under Limited Tender System (for Stock and/or Specific works)   |
| 41   | Under Single Tender System (Proprietary Articles) (for Stock and/or Specific works)   |
| 42   | Emergent Spot purchases/repairs for Transmission System.  |
| 43   | Sanction the payment of Insurance charges for equipment and material in transit purchased for Stock and Works.  |
| <b>7. Power to sanction Works by Contract</b>                |   |
| 44   | Accept tenders for the execution of works by contract including Annual Maintenance Contract.  |
| 45   | Requisitioning of consultancy of manufacturers and suppliers of repute like M/s BHEL etc. for attending to emergent breakdown/Shutdown in Grid Sub-Station etc.       |
| <b>8 Excess over Estimates</b>                               |   |
| 46   | Deal with all excesses over estimates   |
| <b>9. Miscellaneous powers</b>                               |   |
| 47   | Sanction repairs and carriage of Tools and Plants (Both technical and office items)   |
| 48   | Sanction cartage & handling of stock material chargeable to stock   |
| 49   | Sanction sale of articles on the Stock Accounts to Government and Semi Government Institutions such as PSPCL, BBMB, PGCIL etc.  |
| 50   | Disposal of material & T&P articles including metering equipment.   |
| 51   | Sale of grass, trees or other produce.  |
| 52   | Dismantlement of transmission lines and other equipment installed by PSTCL.   |
| 53   | Writing off of irrecoverable value of stores, Equipment and T&P articles or Public Money lost by fraud or the negligence of individuals or other cases.               |
| 54   | Writing off finally of irrecoverable value of stores Equipment and T&P articles and losses of other material/property by way of theft.                                |
| 55   | Write off articles of T&P/office furniture rendered unserviceable through wear and tear the original purchase value of articles being estimated if not known.         |
| 56   | Write off from returns of Tools & Plants where only part values have been recovered/issued to parties other than the PSTCL's employees                                |
| 57   | Write off actual losses of Stock and T&P articles   |
| 58   | Write off of books lost or rendered unserviceable in their own and in subordinate offices, if any.  |
| 59   | Write off irrecoverable arrears of Misc. advances.  |
| 60   | Refund the amount recovered from Suppliers.   |
| 61   | Purchase of Telephone instruments, A.Cs, Water coolers etc.   |
| 62   | Sanction for expenditure for foundation stone laying ceremonies/Inauguration of Sub-stations, Generating stations, new office building.                               |
| 63   | Sanction grant/ex-gratia relating to amenities/festivals, staff welfare in each case.   |
| 64   | Accord Sanction for expenditure for function/exhibition on Republic/Independence Day.   |
| 65   | Incur expenditure on Advertisement of all sorts.  |

## PSTCL - Delegation of Powers

| Sr. No.   | Nature of power  |
|---|--|
| 1   | 2  |
| 66  | a) Approval of Hospitality for Workshops, conferences and seminars   |
|   | b) Approval of Fee for attending Workshops, conferences and seminars organised by ICAI/ICWAI or any other professional Institution.  |
| 68  | Execute Securities Bonds for the due performance of duties by PSTCL's employees.   |
| <b>10. Power to sanction Expenditure on Contingencies</b>                         |  |
| <b>A. Recurring Contingencies</b>   |  |
| 69  | Contingent expenditure of a recurring nature not otherwise provided for in the rules.  |
| 70  | Insurance charges and token/toll tax of staff cars, trucks, jeeps, Station Wagons and other vehicles out of contingencies.   |
| 71  | Outsource the work of sweeping, cleaning & gardening through contractor where the cost is chargeable to contingencies/Annual Estimate.   |
| <b>B. Non-Recurring Contingencies</b>   |  |
| 72  | Sanction non-recurring expenditure chargeable to Contingencies where no special power is prescribed in the rules.  |
| 73  | Sanction expenditure on T.A.,D.A. refreshment etc. of the team participation in approved sports events/Trade fairs and other related expenses.   |
| <b>C. Special Powers</b>  |  |
| 74  | Payment of demurrage and wharfage charges out of Contingencies, and Contingencies of the estimates concerned or stock storage, as the case may be.   |
| 75  | Purchase of Furniture.   |
| 76  | Sanction rent of buildings or lands hired for office, substations, transmission lines, stores accommodation, residences etc.   |
| 77  | Sign Vakalatnamas and other Court papers.  |
| 78  | Sanction Misc. expenditure in connection with Civil suits etc.   |
| 79  | Payments of counsel fee.   |
| 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. |
| 81  | Purchase of stationary.  |
| 82  | Payment on account of cloth and other items of uniform for summer and winter liveries for entitled employees as per norms  |
| 83  | Purchase of books, time/fare tables and maps etc.  |
| 84  | Purchase of professional periodicals and newspapers.   |
| 85  | Payment of membership fee to Research Institutions/Organizations   |
| 86  | Expenditure on account of printing works/diaries/calendars etc. executed at Govt/private presses.  |
| 87  | Expenditure on book binding through local agencies.  |
| 88  | Payment of municipal or cantt. taxes, any other statutory taxes.   |
| 89  | Expenditure on Employee related camps, Training camps etc.   |
| 90  | Expenditure on providing accommodation & vehicles to guests and delegates visiting PSTCL for purpose of PSTCL business.  |
| 91  | Expenditure including Hospitality incurred in conducting Meetings of Directors and Shareholders.   |
| <b>11. Compensation for Accident under the Indian Workmen's Compensation Act.</b> |  |
| 92  | Compensation to be awarded under the Indian Workmen's Compensation Act, 1923.  |
| 93  | Compensation for accidents to private persons/cattles etc.   |
| 94  | Advance payment of compensation in case of fatal accidents.  |
| 95  | Payment of Examination/Treatment Fee to the authorized Medical Attendant.  |
| 96  | Advance payment to the injured workmen.  |
| 97  | Compensation for damages caused to crops and any other property.   |
| 98  | Payment of compensation for land required for putting up Transmission lines and Towers.  |
| 99  | Payment of compensation of land coming under the department of Forest required for putting up Transmission lines and Towers.   |
| 100   | Payment of compensation for damages caused to crops and property on account of fire  |
| 101   | Service charges to NSDL or any other agency for National Pension System (NPS).   |

**CONCEPT, INTENT AND PURPOSE OF DELEGATION**

**The Delegation of Powers has been drawn up keeping in view the following criteria:-**

- i) The Delegation of Power shall effectively contribute to the smooth, expeditious and efficient realization of Company's laid down goals and targets within policy framework set for it.
- ii) The Delegation of Power shall effectively utilize the organizational structure for realization of the purpose set out in (i) above.
- iii) The Delegation of Power shall commensurate with the responsibilities and the status of the Officers to whom the Delegation of Power has been accorded.
- iv) The delegates shall be accountable for their decisions under the Delegation of Power.
- v) The Delegation of Power shall be subject to such controls/instructions as are conveyed from time to time to the delegates in general or in particular.
- vi) As the Delegation of Power is meant for smooth execution of the work, and expeditious realization of company goals, any constraint or impediment in this direction shall promptly be brought up by the concerned and reviewed by the Competent Authority to provide remedy of the same.
- vii) Any interpretation placed in the Delegation of Power shall take into account the intent, purpose and concept behind the delegation viz. to execute the work in a manner which is smooth (i.e. not causing any disturbance or dislocation in the course of execution), effective (i.e. cost effective, being the best possible alternative at least possible cost) and expeditious (i.e. ensure timely and quickest possible realization of objective without any hindrance or impediment).
- viii) The Delegation of Power is also based on the concept of centralized policy making and decentralized execution.
- ix) The financial powers shall always be exercised with due observance of canons of financial propriety, which are enumerated separately. Care must be taken to ensure that awards are not split only for the purpose of bringing the same within the powers of a particular Officer.

**CANONS OF FINANCIAL PROPRIETY**

- i) Expenditure should not prime facie be more than the occasion demands.
- ii) Every employee should exercise the same vigilance in respect of expenditure incurred from public monies, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- iii) No authority should exercise powers of sanctioning expenditure to pass an order that will directly or indirectly be to its own advantage.
- iv) Amount of allowance, such as travelling allowance granted to meet expenditure of a particular type should be so regulated that allowances are not on the whole, source of profit to the recipient.
- v) The Delegation of Powers shall be subject to budget provisions, rules and regulations/policies/guidelines of the Company in force from time to time.

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- vi) The delegation given to a lower functionary will automatically vest in a higher functionary.
- vii) The powers shall be exercised as per delegation of powers by the officials handling the respective jobs.

### **GUIDELINES FOR EXERCISING THE DOP**

- i) Exercise of the delegation of powers should be subject to observance of the Companies Act, 1956/2013, Memorandum and Articles of Association of the Company, relevant directives of the Central/State Government, Policies, Rules & Regulations of Company, approved Budget of the Company and the Principles of financial propriety.
- ii) The Powers delegated to an officer can be exercised by the officer higher to his level in the respective functional areas.
- iii) The Financial Powers delegated herein are subject to Budget Provisions under the specific head.
- iv) Wherever financial limit has been prescribed, this shall mean up to and including that amount.
- v) The financial limits specified for works/services/purchase/supply items are inclusive of taxes, duties and statutory levies.
- vi) Any personal claim for sanctioning authority himself/herself which is not strictly as per rules/guidelines/policy should invariably be put up to next competent authority.
- vii) For any item which is not covered here to and no specific order for delegation is issued or where some clarification is required, same may be referred to Financial Advisor Section, with the views of the concerned Head of Department, on the subject matter.
- viii) Where no "Full powers" have been defined in any provision of DOP and the highest authority is Whole Time Directors, in such case "Full powers" lies with Board of Directors. Further where no "Full powers" have been defined any provision of DOP and the highest authority is other than WTDs, in such case "Full powers" lies with Whole Time Directors.
- ix) In case where powers have not been incorporated, the cases should continue to be referred to the Board of Directors till necessary powers are delegated.
- x) The allocation of Budget should be ensured before making the expenditure.
- xi) The heads of department may re-delegate the financial powers to them in this booklet to any officer subordinate to them on their own responsibility and subject to such restrictions as they may like to impose.  
Provided that the financial powers re-delegated shall however be exercised subject to the supervision and control of the delegation officer.  
Provided that such re-delegated powers shall be exercised personally by such officer and shall in no circumstances be further delegated.

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| <b>Sr. No.</b>   | <b>Nature of power</b>  | <b>To whom Delegated</b>                              | <b>Extent of Delegation</b>  | <b>Remarks</b>  |
|--|---|---|--|---|
| <b>1</b>   | <b>2</b>  | <b>3</b>  | <b>4</b>   | <b>5</b>  |
| <b>1. Administrative approval of Works chargeable to Capital Heads of the Account.</b> |   |   |  |   |
| 1  | To convey administrative approval for capital expenditure on works other than residential buildings forming part of a project approved by BODs/WTDs/Directors.        | C.Es<br>S.Es<br>Sr.Xens                               | Full Powers<br>Rs. 75 Lacs<br>Rs. 10 Lacs                            | The power is subject to the conditions that :-<br>a) The total project cost does not exceed the provision in the Project Estimates for the sub-head to which the particular works belongs.<br>b) The approval accorded by the concerned authority does not result into any change/increase in the scope/quantum of the work specifically provided in the Project Estimate.<br>c) The expenditure is restricted to the Budgetary provisions for the year.    |
| 2  | To convey administrative approval to work (including building) during construction chargeable to project estimates not covered in approved projects by the BODs/WTDs. | WTDs<br>Director concerned<br>C.Es<br>S.Es<br>Sr.Xens | Rs. 10 Crore<br>Rs. 1 Crore<br>Rs. 5 Lac<br>Rs. 2.5 Lac<br>Rs. 1 Lac | The power is subject to the conditions that :-<br>a) The expenditure is restricted to the Budgetary provisions for the year.  |
| 3  | To convey administrative approval for Capital Expenditure on the construction of new building (residential & non residential) approved by BODs/WTDs.                  | C.Es  | Full Powers  | Provided that:-<br>i) The type, designs, specifications and number required are approved by the BODs/WTDs.<br>ii) The work is not split up into parts to evade sanction of the BODs/WTDs.<br>iii) A consolidated tender for a type of building is called for to secure more advantageous rates.<br>iv) The powers would be applicable irrespective of loss or rent involved.<br>(v) The expenditure is restricted to the Budgetary provisions for the year. |

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| <b>Sr. No.</b> | <b>Nature of power</b>   | <b>To whom Delegated</b>   | <b>Extent of Delegation</b>   | <b>Remarks</b>   |
|----------------|--|--|---|--|
| <b>1</b>       | <b>2</b>   | <b>3</b>   | <b>4</b>  | <b>5</b>   |
| 4              | To convey administrative approval for Expenditure of capital nature on existing works and buildings (both residential and non-residential).  | WTDs<br>Director Concerned<br>C.Es<br>S.Es                                     | Full Powers<br>Rs. 25 Lac in each case<br>Rs. 1 Lac in each case<br>Rs. 10,000 in each case | The expenditure is restricted to the Budgetary provisions for the year.  |
| 5              | a) To convey administrative approval for Purchases against Capital estimates not approved by BODs.<br><br>b) To convey administrative approval for purchase of T&P including special T&P other than Vehicles chargeable to Capital Estimates approved by BODs. | WTDs<br>Director Concerned<br><br>Director Concerned<br>CEs<br>S.Es<br>Sr. Xen | Rs. 10 Crore<br>Rs. 50 Lac<br><br>Full Powers<br>Rs. 20 Lac<br>Rs. 5 Lac<br>Rs. 1 Lac       | The power is subject to the conditions that :-<br>(i) The expenditure is restricted to the Budgetary provisions for the year.<br>(ii) And in case of Projects :-<br>a) The total project cost does not exceed the provision in the project estimates for the sub-head to which the particular work belongs.<br>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. |
| 6              | To convey administrative approval for purchase of vehicles chargeable to Capital works approved by WTDs.   | C.Es & Equivalent  | Full Powers   | (i) The expenditure is restricted to the Budgetary provisions for the year.  |
| 7              | To convey administrative approval for Expenditure on Experimental works connected with the basic and fundamental Research Schemes approved by Director concerned.  | Director Concerned<br>C.Es   | Full Powers<br>Rs. 15 Lacs  | (i) The expenditure is restricted to the Budgetary provisions for the year.  |
| 8              | To convey administrative approval to the detailed estimates for survey, preliminary to the preparation of the schemes with the approval of Director concerned.   | C.Es   | Rs. 10 Lacs   | (i) The expenditure is restricted to the Budgetary provisions for the year.  |



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| <b>Sr. No.</b>  | <b>Nature of power</b>   | <b>To whom Delegated</b>  | <b>Extent of Delegation</b>  | <b>Remarks</b>   |
|---|--|---|--|--|
| <b>1</b>  | <b>2</b>   | <b>3</b>  | <b>4</b>   | <b>5</b>   |
| 9   | To convey administrative approval for incurring capital expenditure on works for which no budget is made.  | WTDs<br><br>Director/F&C  | More than Rs. 1 Crore<br>Upto Rs. 1 Crore  |  |
| <b><u>2. Administrative approval of Works chargeable to Revenue Heads of the Account.</u></b> |  |   |  |  |
| 10  | (a) To convey administrative approval of works expenditure other than building.<br><br>(b) To convey administrative approval to pay interest/liabilities as per orders of PSERC/ombudsman/Hon'ble Courts/arbitrator. | WTDs<br><br>Director Concerned<br>C.Es<br><br>S.Es<br><br>Sr.Xens<br><br>BODs<br><br>WTDs<br><br>Director F&C<br><br>C.Es | Full Powers<br>Rs. 1 Crore<br>Rs. 20 Lac<br>Rs. 10 Lac<br>Rs. 5 Lac<br>Full Powers<br>Rs. 10 Lac<br>Rs. 2 Lac<br>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<br><br>Director Concerned<br>C.Es<br><br>S.Es<br><br>Sr.Xens   | Rs. 1 Crore<br>Rs. 25 Lac<br>Rs. 10 Lac<br>Rs. 4 Lac<br>Rs. 1 Lac  | (i) The expenditure is restricted to the Budgetary provisions for the year.  |
| 12  | To convey administrative approval for repairs of T&P including special T&P other than Vehicles chargeable to Revenue.  | C.Es<br><br>S.Es<br><br>Sr.Xens   | Rs. 2 Lac<br>Rs. 0.50 Lac<br>Rs. 0.25 Lac  | (i) For Proprietary items CEs/SEs-Full powers.<br>(ii) 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<br><br>S.Es<br><br>Sr.Xens  | Rs. 2 Lac<br>Rs. 0.50 Lac<br>Rs. 0.25 Lac  | (i) The expenditure is restricted to the Budgetary provisions for the year.  |

**PSTCL - Delegation of Powers**

| Sr. No.  | Nature of power  | To whom Delegated  | Extent of Delegation                                 | Remarks  |
|--|--|--|--|--|
| 1  | 2  | 3  | 4  | 5  |
| <b>3. Technical Sanction for Works chargeable to Capital Heads of the Account.</b> |  |  |  |  |
| 14   | To convey technical Sanction to detailed estimates chargeable to a project estimate already administratively approved.   | C.Es<br>S.Es<br>Sr.Xens                                    | Full Powers<br>Rs. 75 Lac<br>Rs. 10 Lac              | Subject to the conditions that:-<br>a) In case where the provisions in the Projects are adequate, the sanction does not cause excess over and above the Project provisions in the Project Estimate under the Sub-head of which the particular work belongs; and<br>b) In cases where the financial provisions made in the Project Estimate have become inadequate due to price increase, the sanction does not cause excess over and above the amount administratively approved (Plus such excess as the authority according technical sanction is competent to pass).<br>c) Expenditure is met from within the budget provision under the Major/Minor head concerned.<br>d) The total project cost does not exceed the provision in the Project Estimates for the sub-head to which the particular works belongs.<br>e) The approval accorded by the concerned officer does not result into any change/increase in the scope/quantum of the work specifically provided in the Project Estimate.<br>f) The expenditure is restricted to the Budgetary provisions for the year. |
| 15   | To convey technical Sanction to work during construction chargeable to project estimates not forming part of the Project Estimate already approved by the BODs/WTDs. | C.Es<br>S.Es<br>Sr.Xens<br>AEs/AEEs incharge of sub-divns. | Full Powers<br>Rs. 40 Lac<br>Rs. 16 Lac<br>Rs. 2 Lac | a) Up to the amount administratively approved and also upto 5% in excess of this amount.<br>b) The expenditure on the work is restricted to the Budgetary provisions for the year.   |

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| <b>Sr. No.</b> | <b>Nature of power</b>  | <b>To whom Delegated</b> | <b>Extent of Delegation</b>           | <b>Remarks</b>   |
|----------------|---|--------------------------|---------------------------------------|--|
| <b>1</b>       | <b>2</b>  | <b>3</b>                 | <b>4</b>                              | <b>5</b>   |
| 16             | To convey technical Sanction to detailed estimates of experimental works connected with basic and fundamental Research Schemes.                         | C.Es                     | Full Powers                           | a) Up to the amount administratively approved and also upto 5% in excess of this amount.<br>b) The expenditure on the work is restricted to the Budgetary provisions for the year.   |
| 17             | To convey technical Sanction to detailed estimates for Survey preliminary to the preparation of Schemes.  | C.Es                     | Rs. 10 Lacs                           | a) The expenditure on the scheme is restricted to the Budgetary provisions for the year.   |
| 18             | To convey technical Sanction to detailed estimates for purchase of T & P including special T & P other than Vehicles already administratively approved. | C.Es<br>S.Es<br>Sr.Xens  | Rs.1 Crore<br>Rs. 50 Lac<br>Rs. 5 Lac | The power is subject to the conditions that :-<br>(i) The expenditure is restricted to the Budgetary provisions for the year.<br>(ii) And in case of Projects :-<br>a) The total project cost does not exceed the provision in the project estimates for the sub-head to which the particular work belongs.<br>b) The approval accorded by the WTDs/CEs does not result into any change/increase in the scope/quantum of the work specifically provided in the Project Estimate. |
| 19             | To convey technical Sanction to detailed estimates for the purchase of Vehicles.  | C.Es & Equivalent        | Full Powers                           | a) Where the WTDs has accorded sanction to the provisions of Vehicles, it should be treated as administrative approval.<br>b) The expenditure is restricted to the Budgetary provisions for the year.  |
| 20             | To convey technical Sanction to estimates for repairs and carriage of T&P including special T&P other than Vehicles.                                    | CEs and SEs<br>Sr.Xens   | Full Powers<br>Rs. 50,000             | The expenditure is restricted to the Budgetary provisions for the year.  |

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| Sr. No. | Nature of power | To whom Delegated | Extent of Delegation | Remarks |
|---------|-----------------|-------------------|----------------------|---------|
| 1       | 2               | 3                 | 4                    | 5       |

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| <b>Sr. No.</b>  | <b>Nature of power</b>   | <b>To whom Delegated</b> | <b>Extent of Delegation</b>             | <b>Remarks</b>   |
|---|--|--------------------------|---|--|
| <b>1</b>  | <b>2</b>   | <b>3</b>                 | <b>4</b>                                | <b>5</b>   |
| 21  | To convey technical estimate for expenditure of Capital nature on new and existing buildings (both residential and non-residential).           | C.Es<br><br>S.Es         | Full Powers<br><br>Rs. 10 Lac           | Provided that:-<br>a) The type, designs, specifications and number required are approved by the approving authority.<br>b) The work is not split up into parts to evade sanction of the highest approving authority.<br>c) A consolidated tender for a type of building is called for to secure more advantageous rates.<br>d) The powers would be applicable irrespective of loss or rent involved.<br>e) The expenditure is restricted to the Budgetary provisions for the year. |
| <b><u>4. Technical Sanction for Works chargeable to Revenue Heads of the Account.</u></b> |  |                          |   |  |
| 22  | To convey technical estimate for Revenue expenditure on works other than buildings.  | C.Es<br>S.Es<br>Sr.Xens  | Full Powers<br>Rs. 40 Lac<br>Rs. 20 Lac | a) The expenditure is restricted to the Budgetary provisions for the year.   |
| 23  | To convey technical estimate for Revenue expenditure on works on existing residential/ non residential buildings.                              | C.Es<br>S.Es<br>Sr.Xens  | Full Powers<br>Rs. 10 Lac<br>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. | C.Es<br>S.Es<br>Sr.Xens  | Full Powers<br>Rs. 1 Lac<br>Rs. 20,000  | (i) For Proprietary items CEs/SEs-Full powers.<br>(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<br>S.Es<br>Sr.Xens  | Full Powers<br>Rs. 1 Lac<br>Rs. 20,000  | (i) The expenditure is restricted to the Budgetary provisions for the year.  |
| 26  | To Sanction Deposit Works and Contributory works and to Sanction   | C.Es.                    | Full Powers                             | Subject to the conditions that:-<br>i) Refund is due to the revision of justification slip and   |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b>                           | <b>Nature of power</b>  | <b>To whom Delegated</b>                                    | <b>Extent of Delegation</b>                           | <b>Remarks</b>  |
|--|---|---|---|---|
| <b>1</b>                                 | <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>  |
|  | refund to prospective consumers of the amount deposited by him in first instance in excess of the unjustified amount.                 | S.Es<br><br>Sr. Xens<br><br>AEs/AEEs incharge of sub-divns. | Rs. 24 Lac<br><br>Rs. 5 Lac<br><br>Rs. 20,000/-       | refunding officer certified that the refund is in order and amount was deposited by the prospective consumer in the first instance in excess of the unjustified amount.<br>ii) No benefit should, however, be allowed where the decreases in cost of works is on account of reduced rate of dismantled or old material. |
| <b><u>5. Miscellaneous Approvals</u></b> |   |   |   |   |
| 27                                       | Filing of review petition with PSERC.<br>Filing of appeal with ATE, New Delhi.<br>Filing of petition with CERC.                       | Committee comprising CMD, Director/F&C & Director/Tech.     | Full Powers   |   |
| 28                                       | Filing of Misc. petitions with PSERC/CERC/APTEL.  | Director F&C  | Full Powers   |   |
| 29                                       | To Waive off surcharge Levied on account of late payment where levy of surcharge is not due to fault of consumer.                     | Committee comprising CMD & Director/F&C                     | Full Powers   |   |
| 30                                       | Approval of journeys by official/private vehicles for official journeys beyond allowable limits.                                      | CMD/Directors<br><br>Directors<br><br>HODs                  | Full Powers<br><br>Full Powers }<br><br>Full Powers } | For respective C.Es/HODs/S.Es subordinate to concerned Director<br><br>For respective officers/officials subordinate to concerned HOD   |
| 31                                       | Sanctioning of vehicles.  | As per Policy specifically framed.                          |   |   |
| 32                                       | (a) To allow the widow/dependent of the deceased officer/official for retaining of house/flat in colonies up to maximum of two years. | Committee comprising of CMD & Director/ Administration      | Full Powers   | Provided there is no waiting for the said house/flat for all three sub provision.   |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>  | <b>To whom Delegated</b>  | <b>Extent of Delegation</b>  | <b>Remarks</b>  |
|----------------|---|---|--|---|
| <b>1</b>       | <b>2</b>  | <b>3</b>  | <b>4</b>   | <b>5</b>  |
|                | (b) To allow Officer/Official for retaining of house/flat in colonies up to maximum of one year.<br><br>(c) To allow retaining of flat/house beyond above periods.    | Committee comprising of CMD & Director/ Administrative<br><br>Committee of WTDs                           | Full Powers<br><br>Full Powers   |   |
| 33             | Approval of expenditure on Office Contingencies of CMD/Directors.   | SE/Admin.   | Full Powers  | Subject to Budget Grant.  |
| 34             | Approval of expenditure on Hospitality<br>a) For hosting official meetings at residence and outside office premises etc.<br><br>b) At office premises                 | CMD<br><br>Director(s)<br><br>CMD/Directors/HODs  | Full Powers<br><br>Upto Rs.5000/- per month<br><br>As per norms fixed from time to time                          | 1. At Market Rates<br><br>1. At Market Rates<br>2. The limit is monthly and cannot be carried forward |
| 35             | Approval of term & conditions of raising term loans from Financial Institutions against Sanctioned schemes and authorization of person for signing of loan documents. | Committee comprising of CMD & Director/Technical & Director/Finance and Special invitee-Financial Advisor | Full Powers  | Subject to the condition that the sanctioned loan is within the borrowing limit of the Company.       |
| 36             | To allow Imprest:-<br>a) Permanent Imprest<br><br>b) Temporary Imprest  | Director/Finance<br>HOD<br><br>Director/Finance<br>HODs<br>SEs<br><br>Sr.Xens                             | Full Powers<br>Up to Rs. 5000/-<br><br>Full Powers<br>Up to Rs.10000/-<br>Up to Rs.5000/-<br><br>Up to Rs.2500/- |   |
| 37             | Approval of Non-Planned Projects Other than Building and vehicles.  | Dir./Technical  | Rs. 10 Crore   | Subject to availability of Budget   |

**PSTCL - Delegation of Powers**

| Sr. No.  | Nature of power  | To whom Delegated     | Extent of Delegation               | Remarks  |
|--|--|-----------------------|------------------------------------|--|
| 1  | 2  | 3                     | 4                                  | 5  |
| <b><u>6. Power to sanction Purchase of equipment and stores</u></b><br><b><u>Against rate contracts, BBMB, PSPCL, PGCIL and other Central/Punjab Govt. Departments.</u></b><br><b><u>(Both for Stock and Specific Works)</u></b> |  |                       |                                    |  |
| 38   | To purchase material (alongwith Annual Maintenance Contract if required) including special equipment, material/equipment for Diagnostic Lab, T&P items, stores, Computer hardware, software, & other related peripherals, special and ordinary T&P including vehicles, mathematical and survey equipment, electronic equipments & devices, special equipments and instruments for experimental works connected with basic and fundamental Research scheme. | C.Es/HODs<br><br>S.Es | Full Powers<br><br>Upto Rs. 5 lacs | <p>i) In case the items are borne on DGS&amp;D/Pb. Govt/Central Govt./PSPCL rate contract/agreement, then purchases be effected at the rates approved by such contract/agreement, from the supplier of the particular make, either direct to the local agents of the area concerned without calling for any quotations.</p> <p>(ii) Material 'borne on Rate Contract' ordinarily should not be purchased from open market, but in exceptional circumstances of extreme urgency, where the firms on Rate Contract unusually delay the supplies or supply the material in defective condition or not in conformity to specification; it may be treated as 'not borne on Rate Contract' , provided the approval of next higher authority is obtained if the lowest rate appears to be more than Rate Contract price for a particular item.</p> <p>(iii) Items borne on Rate Contract / agreement may also be purchased under other procedures prescribed in the Purchase Regulations. This shall be applicable in case of Central Purchases only.</p> <p><b>(iv) Subject to General Conditions stated after DOP serial no. 42</b></p> |
| <b>Under Open tender System.</b><br><b>(Requiring wide publicity through Press, Website)</b><br><b>(For Stock &amp; Specific Works)</b>  |  |                       |                                    |  |
| 39   | To purchase material (alongwith Annual Maintenance Contract if   | Committee of WTDs     | Upto Rs. 100 Crore                 | Delegations under Open Tender System are subject to the  |



**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power  | To whom Delegated  | Extent of Delegation   | Remarks   |
|---------|--|--|--|---|
| 1       | 2  | 3  | 4  | 5   |
|         | <p>required) including special equipment, material/equipment for Diagnostic Lab, T&amp;P items, stores, Computer hardware, software, &amp; other related peripherals, special and ordinary T&amp;P including vehicles, mathematical and survey equipment, electronic equipments &amp; devices, special equipments and instruments for experimental works connected with basic and fundamental Research scheme.</p> | <p>Central Purchase Committee<br/><br/>Purchase Committee (General)<br/><br/>C.Es/HODs<br/><br/>S.Es</p> | <p>Upto Rs. 4 Crore<br/><br/>Upto Rs. 1 Crore<br/><br/>Upto Rs. 15 Lacs<br/><br/>Upto Rs. 6 Lacs</p> | <p>following Conditions:-<br/>(a) Open tenders are to be invited if the amount of total value of tender items is above Rs.5 Lac in value by giving wide publicity in Press, Website.<br/><br/>(b) No tender quotation shall be accepted unless at least three tenders or more have been received, but where less than three tenders have been received and re-invitation of tenders is considered uneconomical, the approval of next higher authority shall be obtained. (This condition does not apply to Central Committee/Purchase committee (General).<br/><br/>(c) Purchases are made against lowest tender after giving wide publicity.<br/><br/>(d) Prior approval of next higher authority is obtained, if a tender other than the lowest except on grounds of technical suitability, is accepted (This condition does not apply to central purchase committee/purchase committee General).<br/><br/>(e) Where lowest tenders are not accepted by the central purchase committee/Purchase committee(General), reasons therefore should be recorded in writing. (List of such cases be put up in the next WTDs meeting).<br/><br/>(f) 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</p> |

**PSTCL - Delegation of Powers**

| Sr. No.  | Nature of power  | To whom Delegated   | Extent of Delegation  | Remarks   |
|--|--|---|---|---|
| 1  | 2  | 3   | 4   | 5   |
|  |  |   |   | /WTDs.<br><br>(g) WTD may allow additional quantity upto 20% of the NIT Quantity in emergent cases.<br><br><b>(h) Subject to General Conditions stated after DOP serial no. 42.</b>   |
| <b><u>Under Limited Tender System</u></b><br><b><u>(For Stock and/or Specific Works)</u></b> |  |   |   |   |
| 40   | To purchase material (alongwith Annual Maintenance Contract if required) including special equipment, material/equipment for Diagnostic Lab, T&P items, stores, Computer hardware, software, & other related peripherals, special and ordinary T&P including vehicles, mathematical and survey equipment, electronic equipments & devices, special equipments and instruments for experimental works connected with basic and fundamental Research scheme. | Committee of WTDs<br><br>Central Purchase Committee<br><br>Purchase Committee (General)<br><br>C.Es/HODs<br><br>S.Es<br><br>Sr.Xens | Upto Rs. 20 Crore<br><br>Upto Rs. 2 Crore<br><br>Upto Rs. 40 Lacs<br><br>Upto Rs. 10 Lacs<br><br>Upto Rs. 2.5 Lacs<br><br>Upto Rs. 50,000 | Delegation under Limited Tender System are subject to the following conditions :-<br>(a) Unless competitive tenders from at least three firms are received, the quotations shall be rejected.<br><br>(b) In case the demand happens to be very urgent and the quotations have been received less than three, the power to 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.<br><br>(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). |

**PSTCL - Delegation of Powers**

| Sr. No.   | Nature of power  | To whom Delegated   | Extent of Delegation   | Remarks  |
|---|--|---|--|--|
| 1   | 2  | 3   | 4  | 5  |
|   |  |   |  | <p>(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.</p> <p>(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.</p> <p>(f) WTD may allow additional quantity upto 20% of the NIT Quantity in emergent cases.</p> <p><b>(g) Subject to General Conditions stated after DOP serial no. 42</b></p> |
| <p><b><u>Under Single Tender System (Proprietary Articles)</u></b><br/> <b><u>(For Stock and/or Specific Works)</u></b></p> |  |   |  |  |
| 41  | To purchase material alongwith Annual Maintenance Contract if required including equipment and/or any other article of Proprietary nature. | WTDs<br>CPC<br>PC (General)<br><br>C.Es/HODs<br>S.Es<br>Sr.Xens<br><br>AEEs/AEs | Upto Rs. 10 Crore<br>Upto Rs. 1 Crore<br>Upto Rs. 20 Lacs<br><br>Upto Rs. 5 Lacs<br>Upto Rs. 1 Lac<br>Upto Rs. 50000<br><br>Upto Rs. 15000 | The delegation under Single Tender System are subject to the following conditions:-<br>(a) The purchases shall be made against Sanctioned Estimates.<br><br>(b) Purchasing Authorities are also competent to allow upto cent percent payment for the purchase of Proprietary Articles required for operational maintenance for an amount upto their purchasing power in each case after executing usual warranty on stamp paper from the suppliers.  |

**PSTCL - Delegation of Powers**

| Sr. No.  | Nature of power | To whom Delegated | Extent of Delegation | Remarks  |      |            |      |            |         |           |          |           |
|----------|-----------------|-------------------|----------------------|--|------|------------|------|------------|---------|-----------|----------|-----------|
| 1        | 2               | 3                 | 4                    | 5  |      |            |      |            |         |           |          |           |
|          |                 |                   |                      | <p>However, the Purchasing Authorities may use their discretion in respect of waving off the requirement of execution of warranty where they consider it proper by recording the reason in writing (The condition of recording of wavier does not apply to WTDs/CPC/PCG).</p> <p>(c) Under this system (by obtaining tenders from the firm in case of articles of Proprietary nature available from other source), the purchases shall be effected after obtaining a certificate from the manufacturers or sole agents that the rates quoted by them are identical to those approved by Director General of Supplies and Disposal or they quote to that organization or to any other State in the Country.</p> <p>(d) In case of emergent purchases 100% advance payment to firms can be released against the performa invoice with the approval of Dir./F&amp;C.</p> <p>In case the party fails to adjust the advance payment within the contract/delivery/ completion period, penal interest @ 18% P.A. shall be charged on the unadjusted value of the advance for the period(s) exceeding contract/delivery/completion period.</p> <p>(e) Annual Purchase Limit fixed is as under:-</p> <table border="0"> <tr> <td>C.Es</td> <td>Rs 25 Lacs</td> </tr> <tr> <td>S.Es</td> <td>Rs 10 Lacs</td> </tr> <tr> <td>Sr.Xens</td> <td>Rs 5 Lacs</td> </tr> <tr> <td>AFFs/AFs</td> <td>Rs 2 Lacs</td> </tr> </table> | C.Es | Rs 25 Lacs | S.Es | Rs 10 Lacs | Sr.Xens | Rs 5 Lacs | AFFs/AFs | Rs 2 Lacs |
| C.Es     | Rs 25 Lacs      |                   |                      |  |      |            |      |            |         |           |          |           |
| S.Es     | Rs 10 Lacs      |                   |                      |  |      |            |      |            |         |           |          |           |
| Sr.Xens  | Rs 5 Lacs       |                   |                      |  |      |            |      |            |         |           |          |           |
| AFFs/AFs | Rs 2 Lacs       |                   |                      |  |      |            |      |            |         |           |          |           |

**PSTCL - Delegation of Powers**

| Sr. No.   | Nature of power  | To whom Delegated                   | Extent of Delegation  | Remarks   |
|---|--|-------------------------------------|---|---|
| 1   | 2  | 3                                   | 4   | 5   |
|   |  |                                     |   | <p>(f) 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.</p> <p>(g) WTD may allow additional quantity upto 20% of the NIT Quantity in emergent cases.</p> <p><b>(h) Subject to General Conditions stated after DOP serial no. 42</b></p>  |
| <b><u>Emergent Spot purchases/repairs for Transmission system .</u></b>   |  |                                     |   |   |
| 42  | To purchase of material and repair of equipments related to transmission system. | C.Es<br>S.Es<br>Sr.Xens<br>AEEs/AEs | Upto Rs. 40000<br>Upto Rs. 20000<br>Upto Rs. 10000<br>Upto Rs. 5000 | 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.<br>ii) Subject to annual (FY wise) limits are as under:-<br>a) CE                      Rs. 1 lac<br>b) SE                        Rs. 50,000<br>c) Sr.XEN                Rs. 25,000<br>d) AEE/AE                Rs. 12,500<br>(iii) Subject to General Conditions stated below. |
| <p><b><u>GENERAL CONDITIONS</u></b><br/>                     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.<br/>                     (a) The powers are to be exercised in each case, subject to the Annual Purchase Limit fixed by the Board of Directors<br/>                     Provided further that :-<br/>                     (i) Purchases are made against Sanctioned Estimates.<br/>                     (ii) Budget Grant for the year is not exceeded.</p> |  |                                     |   |   |

**PSTCL - Delegation of Powers**

| Sr. No.                                       | Nature of power   | To whom Delegated   | Extent of Delegation  | Remarks   |
|---|---|---|---|---|
| 1   | 2   | 3   | 4   | 5   |
|   | <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.</p> <p>(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:-</p> <p>(i) Purchases are made against Sanctioned Estimates.</p> <p>(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.</p> <p>(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> |   |   |   |
| 43  | To Sanction the payment of Insurance charges for equipment and material in transit purchased for Stock and Works.   | C.Es/HODs   | Full Powers   | <p>1. Insurance other than vehicles with the approval of Director F&amp;C.</p> <p>2. The tenders will be called from the companies registered with Insurance Regulatory Development Authority (IRDA).</p> |
| <b>7. Power to sanction Works by Contract</b> |   |   |   |   |
| <b>(A) Open Tenders</b>                       |   |   |   |   |
| 44  | To accept tenders for the execution of works by contract including Annual Maintenance Contract.   | <p>Committee of WTDs Works Committee</p> <p>C.Es</p> <p>S.Es</p> <p>Sr.Xens</p> | <p>Upto Rs. 100 Crore</p> <p>Upto Rs. 4 Crore</p> <p>Upto Rs. 1 Crore</p> <p>Rs. 20 Lacs</p> <p>Rs. 10 Lacs</p> | <p>Provisions of Works Regulations in force should invariably be ensured in each case.</p> <p>See Note below.</p>   |
| <b>(B) Limited Tenders</b>                    |   |   |   |   |
|   |   | <p>Committee of WTDs Works Committee</p> <p>C.Es</p> <p>S.Es</p> <p>Sr.Xens</p> | <p>Upto Rs. 20 Crore</p> <p>Upto Rs. 1 Crore</p> <p>Rs. 50 Lacs</p> <p>Rs. 10 Lacs</p> <p>Rs. 4 Lacs</p>        | <p>Provisions of Works Regulations in force should invariably be ensured in each case.</p> <p>See Note below.</p>   |

PSTCL - Delegation of Powers

| Sr. No. | Nature of power | To whom Delegated | Extent of Delegation | Remarks |
|---------|-----------------|-------------------|----------------------|---------|
| 1       | 2               | 3                 | 4                    | 5       |

**PSTCL - Delegation of Powers**

| Sr. No.  | Nature of power  | To whom Delegated   | Extent of Delegation  | Remarks   |
|--|--|---|---|---|
| 1  | 2  | 3   | 4   | 5   |
| <b>(C) Single Tenders</b>  |  |   |   |   |
|  |  | Committee of WTDs   | Upto Rs. 10 Crore   | Provisions of Works Regulations in force should invariably be ensured in each case. See Note below.   |
|  |  | Works Committee   | Upto Rs. 50 Lacs  |   |
|  |  | C.Es  | Upto Rs. 30 Lacs  |   |
|  |  | S.Es  | Rs. 5 Lacs  |   |
| <p><b>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.</b></p> |  |   |   |   |
| 45   | Requisitioning of consultancy of manufacturers and suppliers of repute like M/s BHEL etc. for attending to emergent breakdown/Shutdown in Grid Sub-Station etc.                      | C.Es  | Full Powers   | This power may also be exercised In a condition likely to cause breakdown/shutdown of Grid Substations etc., with prior approval of the Director/Incharge.  |
| <b>8 Excess over Estimates</b>   |  |   |   |   |
| 46   | To deal with all excesses over the amount of original / revised estimates Sanctioned by himself (both administratively /Technically).<br>a) When there is no change in Scope of work | WTDs<br><br>Director concerned & Dir./F&C<br><br>Higher Authority next to the authority sanctioning the estimate. | More than 20% of sanctioned estimate<br><br>More than 10% & Up to 20% of sanctioned estimate<br><br>More than 5% & Up to 10% of sanctioned estimate | 1. Subject to the condition that excess over estimate is due to increase in the wages and price escalation of the material provided in the estimate and the total amount of expenditure should not exceed the limit of their powers to sanction estimates technically.<br>2. In case the original estimate sanctioning authority is Sr.Xen the excess of estimate upto 5% and 10% shall be approved by SE & CE respectively.<br>3. Subject to Budgetary provisions of that year |



**PSTCL - Delegation of Powers**

| <b>Sr. No.</b>                 | <b>Nature of power</b>  | <b>To whom Delegated</b>  | <b>Extent of Delegation</b>   | <b>Remarks</b>  |
|--------------------------------|---|---|---|---|
| <b>1</b>                       | <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>  |
|                                | b) When there is change in Scope of work  | Original estimate sanctioning authority.<br><br>WTDs<br><br>Director concerned                      | Upto 5% of the sanctioned estimate<br><br>More than 10% of Sanctioned estimate<br><br>Upto 10% of Sanctioned estimate |   |
| <b>9. Miscellaneous powers</b> |   |   |   |   |
| 47                             | To Sanction repairs and carriage of Tools and Plants (Both technical and office items)  | CMD/Directors<br><br>C.Es/HODs<br><br>S.Es & equivalent<br><br>Sr.Xens<br><br>AEs/AEEs/Incharge S/S | Rs. 50,000<br><br>Rs. 25,000<br><br>Rs. 20,000<br><br>Rs. 15,000<br><br>Rs. 5,000                                     | Subject to Budget Grant.  |
| 48                             | To Sanction cartage & handling of stock material chargeable to stock  | Sr.Xen/Stores & Disposal  | Full Powers within the schedule of rates; otherwise the normal process of calling tenders should be resorted to.      |   |
| 49                             | To Sanction sale of articles on the Stock Accounts for full value plus usual supervision charges to Government and Semi Government Institutions such as PSPCL, BBMB, PGCIL etc. | C.Es  | Full Powers   | i) Supervision charges may, however, be waived with the approval of Director/F&C only in the case of stock which has been declared surplus and which in the opinion of CE would otherwise be unserviceable. |

**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power  | To whom Delegated  | Extent of Delegation   | Remarks  |
|---------|--|--|--|--|
| 1       | 2  | 3  | 4  | 5  |
| 50      | <p>Disposal of material &amp; T&amp;P articles including metering equipment( surplus, unserviceable or obsolete) material borne on Books with or without value by auction or by calling bids :-</p> <p>1. To Sanction agreement with auctioneers for conducting sales of PSTCL's surplus Stores by Public Auction.</p> <p>2. a) To declare Stores &amp; T&amp;P articles, obsolete/unserviceable/damaged transformers, vehicles, cranes &amp; similar items including metering equipment unserviceable, Surplus or Obsolete.</p> | <p>Head of Disposal committee with the approval of Dir. F&amp;C</p> <p>Committee comprising of concerned C.E &amp; CFO/FA nominated by Director/Technical and Director/F&amp;C.</p> <p>C.E concerned / HOD</p> <p>S.Es</p> | <p>Full Powers</p> <p>Full Powers</p> <p>Upto Rs.10 Lacs for each item as per Book Value/market Value.</p> <p>Upto Rs. 1 Lac for each item as per Book Value/market Value.</p> | <p>Subject to the condition that the agreement with the auctioneers shall be drawn up in accordance with the conditions set forth in the rule for appointment of auctioneers and the conduct of auction for sale of surplus stores.</p> <p>1. Provided that the provision of para 4.40 of the Pb. PWD Code and relevant provisions of material accounting manual are complied with &amp; it is certified that the material is declared surplus will not be required for the execution of any of the PSTCL works in the foreseeable future and the material declared as Unserviceable or obsolete is beyond repairs or renovation.</p> <p>2. Incase of Corporate office, SE Admin to be included as member of the committee</p> <p>3. Market value refers to the current purchase value of new similar item.</p> <p>4. Store Disposal committee will fix the reserve price on the basis of Ingredients percentage and the procedure for fixing the reserve price as approved by CE/TS and FA.</p> |

**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power   | To whom Delegated  | Extent of Delegation   | Remarks   |
|---------|---|--|--|---|
| 1       | 2   | 3  | 4  | 5   |
|         | <p>b) To survey off healthy Transformers but cannot be put to use in present voltage level and also have completed their useful life.</p> <p>c) To fix the reserve price of the declared Stores &amp; T&amp;P articles including metering equipment as surplus, unserviceable or obsolete.</p> <p>d) To dispose off material and T&amp;P articles including metering equipment declared surplus unserviceable or obsolete &amp; Sanctioning resultant loss therein, if any.</p> | <p>Sr.Xens</p> <p>WTDS</p> <p>Store Disposal Committee</p> <p>Committee comprising of Director F&amp;C &amp; Director Technical</p> <p>Store Disposal Committee headed by SE</p> | <p>Upto Rs.0.50 Lacs for each item as per Book Value/market Value.</p> <p>Full Powers.</p> <p>Full Powers</p> <p>Full Powers and allowing sale Upto 10% below the reserve price fixed.</p> <p>Full Powers incase of sale is on or above the reserve price.</p> | <p>5. In case of any item for which no formula/ingredients percentage has been approved by committee, the same should be got approved by Director/Technical &amp; Director F&amp;C.</p> <p>6. The cases of disposal will be referred to the next authority where Disposal Committee is not unanimous or the highest bid is not proposed to be accepted, whatever by the reason even if the value is within the power of Disposal Committee.</p> |
| 51      | To Sanction the sale of grass, trees or other produce after receipt of clearance and reserve price from Forest  |  |  |   |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>  | <b>To whom Delegated</b>   | <b>Extent of Delegation</b>   | <b>Remarks</b>  |
|----------------|---|--|---|---|
| <b>1</b>       | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>  |
|                | department wherever required:-<br>(i) (a) PSTCL's owned/leased land<br><br>(b) other than PSTCL land<br><br>ii) To Sanction resultant loss therein, if any.             | S.Es<br><br>Sr.Xens<br><br>C.Es<br><br>Committee comprising of Director F&C & Director Technical<br><br>C.Es | Full Powers<br><br>Rs. 20,000<br><br>Full Powers<br><br>Full Powers<br><br>Upto Rs.50000 per case |   |
| 52             | To Sanction dismantlement of transmission lines and other equipment installed by PSTCL.   | C.Es -with the approval of Director concerned  | Full Powers   | When the dismantlement is undertaken for the purpose of augmentation or replacement. Provided:-<br>(a) there is properly sanctioned estimate for the augmentation or replacement, and<br>(b) material from the old work, not used on the new work, are regularly returned to the stores.  |
| 53             | To Sanction the writing off of irrecoverable value of stores, Equipment and T&P articles or Public Money lost by fraud or the negligence of individuals or other cases. | WTDs<br><br>Dir. F&C<br><br>C.Es/HODs<br><br>S.Es & equivalent   | Full Powers<br><br>Rs. 1 Lac<br><br>Rs. 50,000<br><br>Rs. 10,000                                  | In each case provided that:-<br>a) the loss does not disclose a defect of system, the amendment of which required the order of higher authority or serious negligence on the part of some individual which might possibly call for disciplinary action requiring the order of higher authority.<br><br>b) no write off would be sanctioned if the amount relates to TDPs/Review paras CAG |

**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power  | To whom Delegated  | Extent of Delegation                           | Remarks   |
|---------|--|--|--|---|
| 1       | 2  | 3  | 4  | 5   |
|         |  | Sr.Xens  | Rs. 5,000                                      | Report paras or Committee on Public Undertakings paras.<br>c) a report of all such cases is sent to the WTDs.   |
| 54      | To Sanction the writing off finally of irrecoverable value of stores Equipment and T&P articles and losses of other material/property by way of theft. | Director concerned & Director/F&C on the recommendation of Disposal committee and CE/P&M<br><br>C.Es/HODs<br><br>S.Es & equivalent | Full Powers<br><br>Rs. 1 Lac<br><br>Rs. 10,000 | In each case provided that:-<br><br>i) When the stolen property is reported to be un-traceable/unrecoverable by the Police, however the cases which are more than three years old may be disposed off by the concerned SEs or CEs as the case may be, in the absence of Police Investigation Report with the approval of the next higher authority.<br><br>ii) The FIR does not reveal the involvement of any PSTCL Employee directly, indirectly, technically, wholly or partly or otherwise responsible for rendering the loss possible.<br><br>iii) That in case a departmental enquiry has been held which does not reveal the involvement of any PSTCL employee directly , indirectly, technically, wholly or partly or otherwise responsible for rendering the loss possible. That the departmental inquiry does not disclose a defect of system, the amendment of which required the order of higher authority or serious negligence on the part of some individual which might possibly call for disciplinary action requiring the order of the higher authority. |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>   | <b>To whom Delegated</b>                           | <b>Extent of Delegation</b>   | <b>Remarks</b>   |
|----------------|--|--|---|--|
| <b>1</b>       | <b>2</b>   | <b>3</b>   | <b>4</b>  | <b>5</b>   |
|                |  |  |   | <p>iv) The theft does not disclose a defect of system the amendment of which required the order of higher authority or serious negligence on the part of some individual which might possibly call for disciplinary action requiring the order of higher authority</p> <p>v) No such case pertains to TDPs/Review paras/CAG Report paras CPU para. If it is subject matter of any of these paras/reports than the case be referred to the Company Secretary giving its full reference and putting such cases to the WTDs</p> |
| 55             | To write off articles of T&P/office furniture rendered unserviceable through wear and tear the original purchase value of articles being estimated if not known. | C.Es./HODs<br><br>S.Es & equivalent<br><br>Sr.Xens | Upto Rs.1 Lac at a time<br><br>Upto Rs.25000 at a time<br><br>Upto Rs.10000 at a time | 1. For their own offices and offices subordinate to them.  |
| 56             | To Sanction write off from returns of Tools & Plants where only part values have been recovered/issued to parties other than the PSTCL's employees               | C.Es./HODs<br><br>S.Es & equivalent                | Full Powers<br><br>Rs. 20,000   |  |
| 57             | To write off actual losses of Stock and T&P articles   | C.Es./HODs<br><br>S.Es & equivalent                | Rs.10,000<br><br>Rs. 5,000  |  |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>   | <b>To whom Delegated</b>   | <b>Extent of Delegation</b>  | <b>Remarks</b>  |
|----------------|--|--|--|---|
| <b>1</b>       | <b>2</b>   | <b>3</b>   | <b>4</b>   | <b>5</b>  |
|                |  | Sr.Xens  | Rs.2,000   |   |
| 58             | To Sanction write off of books lost or rendered unserviceable in their own and in subordinate offices, if any. | C.Es./HODs/S.Es/Company Secretary<br>Sr.Xens/Dy.CAO/Dy.Secretary   | Full Powers<br><br>Upto Rs. 1000   |   |
| 59             | To write off irrecoverable arrears of Misc. advances.  | Committee of Dir./Admin, Dir./F&C & Dir./Tech.<br><br>C.Es./HODs<br><br>S.Es & equivalent<br><br>Sr.Xens | Rs 25,000 in each case<br><br>Rs.5,000 in each case<br><br>Rs. 1000 in each case<br><br>Rs. 500 in each case | Provided that the amount has been outstanding for more than five years and is further declared as irrecoverable.  |
| 60             | To refund the amount recovered from Suppliers.   | All Disbursing Officers  | Full Powers  | Subject to:-<br>a) Only refund of penalty due to delay in supply or delay in execution of work is allowed under this provision.<br><br>b) Refund of penalty (irrespective of the amount recovered for delayed supplies/execution of works) will be approved by the authority to sanction the extension in the delivery period and no further final sanction would be required.<br><br>c) To sanction refund of penalty case may be got approved from the competent authority as defined in Purchase/Works regulations |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>  | <b>To whom Delegated</b>                                   | <b>Extent of Delegation</b>                                   | <b>Remarks</b>  |
|----------------|---|--|---|---|
| <b>1</b>       | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>  |
| 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<br><br>SEs & equivalents<br><br>Sr.Xens & equivalents | Rs. 50,000<br><br>Rs. 10,000<br><br>Rs. 5,000                 | Provided:-<br>1) Budget sanction in taken in advance before making expenditure.<br><br>2) Purchases are to be effected as per Purchase regulations. |
| 62             | To accord Sanction for expenditure for foundation stone laying ceremonies/Inauguration of Sub-stations, Generating stations, new office building.                                     | WTDs<br><br>CMD<br><br>C.Es                                | Upto Rs. 10 Lacs<br>Upto Rs. 1 Lac<br><br>Rs. 50,000          | Subject to Budget Grant.  |
| 63             | To Sanction grant/ex-gratia relating to amenities/festivals, staff welfare in each case.  | WTDs<br><br>CMD<br><br>Director(s)                         | Upto Rs. 5 Lacs<br><br>Upto Rs. 20,000<br><br>Upto Rs. 10,000 | Subject to Budget Grant.  |
| 64             | To accord Sanction for expenditure for function/exhibition on Republic/Independence Day.  | WTDs<br><br>CMD  | Upto Rs.10 Lacs<br><br>Upto Rs. 5 Lacs                        | Subject to Budget Grant.  |
| 65             | To incur expenditure on Advertisement of all sorts.   | C.Es/HODs  | Full Powers   | 1. Subject to Budget Grant.<br>2. Subject to Advertisement/Publicity policy/guidelines/purchase & work regulations of PSTCL.                        |
| 66             | a) Approval of Hospitality for Workshops, conferences and seminars including booking of auditorium/conference hall, statutory and other auditors, members of interview boards etc.    | C.E-Admin/HR   | Upto Rs. 50,000 per case                                      | Subject to Budget Grant.  |



**PSTCL - Delegation of Powers**

| <b>Sr. No.</b>   | <b>Nature of power</b>   | <b>To whom Delegated</b>  | <b>Extent of Delegation</b>  | <b>Remarks</b>   |
|--|--|---|--|--|
| <b>1</b>   | <b>2</b>   | <b>3</b>  | <b>4</b>   | <b>5</b>   |
| 66   | b) Approval of Fee for attending Workshops, conferences and seminars organised by ICAI/ICWAI or any other professional Institution.    | CMD<br><br>Dir./F&C   | Full Powers<br><br>Maximum Rs. 2000/- per delegation   | Subject to the condition that cost of one seminar should not exceed Rs. 5,000 and Rs. 50,000 p.a.  |
| 67   | To Sanction lease of canteen attached to the building of the PSTCL.  | C.E-Admin/HR  | Full Powers  | 1. Subject to the lease being granted for the maximum period of 2 years at a time.<br><br>2. With the approval of Dir. Admin   |
| 68   | To execute Securities Bonds for the due performance of duties by PSTCL's employees.  | Appointing Authority  | Full Powers  |  |
| <b><u>10. Power to sanction Expenditure on Contingencies</u></b> |  |   |  |  |
| <b><u>A. Recurring Contingencies</u></b>                         |  |   |  |  |
| 69   | To Sanction contingent expenditure of a recurring nature not otherwise provided for in the rules.                                      | Heads of Departments<br><br>S.Es& Equivalent<br><br>Company Secretary/Sr. Xens/Dy. CAOs/Dy. Secy<br><br>AEs/AEEs/AOs/ Sr.AOs & equivalent | Rs.25,000 in each case.<br><br>Rs. 10,000 in each case<br><br>Rs. 5,000 in each case<br><br>Rs. 2,000 in each case | Powers will be exercised in respect of:-<br>i) Telephone expenses - Connection to be provided as per norms<br>ii) Photocopier's maintenance, refilling<br>iii) Photostat<br>iv) Revenue/Postage Stamps/Couriers etc.<br>v) Annual maintenance contract of office equipment not taken initially at the time of purchase of equipment. |
| 70   | To Sanction insurance charges and token/toll tax of staff cars, trucks, jeeps, Station Wagons and other vehicles out of contingencies. | Controlling Officers of the vehicles  | Full Powers  |  |
| 71   | To outsource the work of sweeping, cleaning & gardening through contractor where the cost is chargeable to                             | C.Es/HODs   | Full Powers  | For their own office, Sub-station and the offices subordinate to them.   |

**PSTCL - Delegation of Powers**

| Sr. No.                               | Nature of power  | To whom Delegated  | Extent of Delegation   | Remarks   |
|---------------------------------------|--|--|--|---|
| 1                                     | 2  | 3  | 4  | 5   |
|                                       | contingencies/Annual Estimate.   |  |  |   |
| <b>B. Non-Recurring Contingencies</b> |  |  |  |   |
| 72                                    | To Sanction non-recurring expenditure chargeable to Contingencies where no special power is prescribed in the rules. | <p>C.E.s/HODs</p> <p>S.Es</p> <p>Company secretary/Sr.Xens/Dy.CAO,Dy. Secretary &amp; equivalent</p> <p>AEs/AEEs/Incharge of S/S</p> | <p>Upto Rs.25,000 in each case</p> <p>Upto Rs.5,000 in each case</p> <p>Upto Rs.2,500 in each case</p> <p>Upto Rs.1,000 in each case</p> | <p><u>Note 1</u></p> <p>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:-</p> <p>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.</p> <p>2) Purchase of Clocks, Time piece, Table top etc.</p> <p>3) Purchase of articles(including its accessories) relating to hot, airy and cold weather arrangements as per norms</p> |

PSTCL - Delegation of Powers

| Sr. No. | Nature of power   | To whom Delegated | Extent of Delegation | Remarks   |
|---------|---|-------------------|----------------------|---|
| 1       | 2   | 3                 | 4                    | 5   |
|         |   |                   |                      | <p>4) Preparation of name plates and office boards. Other petty purchases of articles of office use only required from time to time.</p> <p>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. 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.</p> <p>Note 2<br/>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> |
| 73      | To Sanction:-<br>a) incidental purchases to meet the requirements and training Schedules including sports gear, equipment, badges, trophies, Prizes, Souvenirs etc. | C.Es/HODs         | Full Powers          | <p>1. Purchases are to be made in accordance with the normal procedure and observing usual formalities.</p> <p>2. Approval of Dir. Admin. Is mandatory</p>  |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b>           | <b>Nature of power</b>   | <b>To whom Delegated</b>  | <b>Extent of Delegation</b>   | <b>Remarks</b>  |
|--------------------------|--|---|---|---|
| <b>1</b>                 | <b>2</b>   | <b>3</b>  | <b>4</b>  | <b>5</b>  |
|                          | b) expenditure on T.A.,D.A. refreshment etc. of the team participation in approved sports events/Trade fairs and other related expenses.                           | C.Es/HODs   | Full Powers   | 3. Expenditure on TA/DA should compulsorily be as per norms prescribed<br><br>4. On Sports event duly approved by the PSTCL.  |
| <b>C. Special Powers</b> |  |   |   |   |
| 74                       | To Sanction the payment of demurrage and wharfage charges out of Contingencies, and Contingencies of the estimates concerned or stock storage, as the case may be. | C.Es<br><br>C.F.O/F.A (On recommendation of concerned CE.)<br><br>S.Es<br><br>Sr.Xens | Upto Rs.10,000 for each item<br><br>Upto Rs.25,000 for each item<br><br>Upto Rs. 2500 for each item<br><br>Up to Rs.500 for each item | Provided that the amount had become payable due to unavoidable circumstances<br><br>These powers will be exercised for delay in Payment in centralized Payment cell due to scarcity of funds.   |
| 75                       | To Sanction purchase of Furniture as per latest Furniture policy in force.   | C.Es/HODs/<br>Chief Auditor/Company Secretary   | Full Powers   | Subject to the conditions:-<br>1. Furniture should be as per approved specifications/model/make.<br>2. Purchase of non standardized furniture to be made only after approval by Dir. Admin.<br><br>3. CE/TS, CE/PM & 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. |
| 76                       | To Sanction rent of buildings or lands hired for office, substations, transmission lines, stores accommodation, residences etc.                                    | WTDs  | Full Powers   | Subject to the conditions:-<br>i) that when the accommodation is provided in a building partly used as private residence, the rent may be calculated  |

**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power   | To whom Delegated   | Extent of Delegation   | Remarks   |
|---------|---|---|--|---|
| 1       | 2   | 3   | 4  | 5   |
|         |   | C.Es/HODs with the approval of Dir./F&C                               | Upto Rs.15,000 p.m. in each case   | <p>proportionately on the basis of plinth area.</p> <p>ii) that no lease is entered into for a period of more than one year and the conditions laid down by PSTCL in respect of hiring accommodation are fulfilled, such as reasonability of rent etc.</p> <p>iii) that the authorities competent to sanction rent of buildings and land may also execute rent deeds for and on behalf of the PSTCL.</p> <p>Note:<br/>Rental for stores accommodation will be charged to the Stock Storage.</p> |
| 77      | To sign Vakalatnamas and other Court papers to institute or defend any legal proceedings.   | Officer not below the rank of Sr. Xen or equivalent                   | Full Powers  | Counsel shall be engaged as per the Legal policy of the company in force  |
| 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<br><br>S.Es<br><br>Sr. Xens./ Deputy Secretary & equivalent | Rs.10,000 in each case<br><br>Rs.5,000 in each case<br><br>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.   |

**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power   | To whom Delegated   | Extent of Delegation   | Remarks  |
|---------|---|---|--|--|
| 1       | 2   | 3   | 4  | 5  |
| 79      | <p>To Sanction all kind of payments of counsel fee in total settlement including Munshiana etc.</p> <p>i) For Advocates not on PSTCL' s Panel</p> <p>ii) For Advocates on PSTCL's Panel</p> | <p>CMD</p> <p>C.Es/HODs/S.Es &amp; equivalent</p> <p>Sr. Xens./ Deputy Secretary &amp; equivalent</p> | <p>Full Powers</p> <p>At PSTCL's rate for Senior and Junior Advocates</p> <p>At PSTCL's rate for Junior Advocates.</p> | <p>Note:</p> <p>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.</p> <p>2. An advance of running payment to the extent of half of the said fee may be made to a lawyer on his demand.</p> <p>3. Where a number of cases involving common question of law/facts or where land acquisition case belonging to different 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 &amp; connected case as per approved rates.</p> <p>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</p> <p>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.</p> |

**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power  | To whom Delegated  | Extent of Delegation   | Remarks   |
|---------|--|--|--|---|
| 1       | 2  | 3  | 4  | 5   |
| 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   |
| 81      | <p>To Sanction purchase of stationary for the requirement of the offices of the PSTCL</p> <p>- For Centralized purchase</p> <p>- For Decentralized purchase</p>  | <p>Purchase Committee (General)</p> <p>CE/HR &amp; Admin.</p> <p>C.Es/HODs</p> | <p>As per Purchase Regulations</p> <p>Rs 20,000 in each case</p> <p>Rs.40,000 in each case (for offices subordinate to them and their own offices)</p> | <p>Provided for the purchase of centralized articles, non-availability certificate shall be obtained from concerned office.</p> |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>  | <b>To whom Delegated</b>   | <b>Extent of Delegation</b>   | <b>Remarks</b>   |
|----------------|---|--|---|--|
| <b>1</b>       | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>   |
|                |   | S.Es & equivalent<br><br>Company Secretary/Sr.Xens/Dy. Secy & equivalent<br><br>AEEs/AEs incharge of S/S | Rs.5,000 in each case<br><br>Rs.3,000 in each case<br><br>Rs.1,000 in each case   |  |
| 82             | To Sanction payment on account of cloth and other items of uniform for summer and winter liveries for entitled employees as per norms | Controlling Officers   | Powers as per the norms fixed   |  |
| 83             | To Sanction the purchase of books, time/fare tables and maps etc. for official use.   | C.Es/HODs/<br>Company Secretary<br><br>S.Es/Sr. Xens/Dy.CAOs & Dy.Secretary                              | Full Powers<br><br>Rs 2,000 in a financial year   |  |
| 84             | To Sanction purchase of professional periodicals and newspapers required for official use.  | C.Es/HODs<br><br><br>S.Es/Company Secretary<br><br>Sr.Xens/Dy.CAOs/Dy. Secretary                         | Any Two News papers & one professional periodical<br><br>Any Two News papers/ Periodicals (Professional)<br>Any one News Paper. | For library, the number of newspapers & periodicals shall be approved by Dir. Admin. |



**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>  | <b>To whom Delegated</b>  | <b>Extent of Delegation</b>   | <b>Remarks</b>   |
|----------------|---|---|---|--|
| <b>1</b>       | <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>   |
| 85             | To Sanction payment of membership fee to Research Institutions/Organizations  | Concerned Directors   | Rs.1,00,000 per annum in each case.   |  |
| 86             | To Sanction expenditure on account of printing works/diaries/calendars etc. executed at Govt/private presses including purchase of pre-printed forms from market including survey, field & level and Log books  | Purchase Committee<br><br>C.Es/<br>HODs<br><br>S.Es/Company Secretary<br><br>Dy.CAO/Sr. Xens & equivalent | As per Purchase Regulations.<br><br>Rs.20,000 in each case<br><br>Rs.10,000 in each case<br><br>Rs.5,000 in each case | Provided if the work is given to private presses after calling for tenders the lowest tender being accepted and compliance of Purchase/Work regulations as in force.                 |
| 87             | To Sanction expenditure on book binding through local agencies.   | C.Es/HODs/Company Secretary<br><br>S.Es/Sr.Xens/Dy. CAOs & equivalent<br>AEs/<br>AEEs/AOs & equivalent    | Full Powers<br><br>Rs.1,000 in each case<br><br>Rs.500 in each case   |  |
| 88             | To Sanction payment of municipal or cantt. taxes, any other statutory taxes or levies such as Income Tax, Service Tax, Vat, TDS etc., ROC fees, electric energy, water charges etc. for offices, substations, lines and Guest Houses of PSTCL provided these have been assessed by the competent authority. | Head of Offices/Company Secretary   | Full Powers   | 1) Subject to the Budget provision.<br>2) Approval of HODs will be required, where the amount is more than Rs. 50,000 in each case and the payment is being made for the first time. |
| 89             | To incur expenditure on Employee related camps, Training camps, Other social programs/camps   | Committee of CMD, Director Admin. & Director F&C  | Full Powers   | Subject to the availability of Budget Grant.   |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b>  | <b>Nature of power</b>   | <b>To whom Delegated</b>                   | <b>Extent of Delegation</b>   | <b>Remarks</b>  |
|---|--|--|---|---|
| <b>1</b>  | <b>2</b>   | <b>3</b>                                   | <b>4</b>  | <b>5</b>  |
|   | involving employees participation like Swachh Bharat Abhiyan etc., Training / Participating Faculty Fees, Honorarium & their Boarding & Lodging.   |  |   |   |
| 90  | To incur expenditure on providing accommodation & vehicles to guests and delegates visiting PSTCL for purpose of PSTCL business.   | CMD  | Full Powers   | Subject to the availability of Budget Grant.  |
| 91  | For approving the Expenditure including Hospitality incurred in conducting Meetings of Directors, Committee of Whole Time Directors, Board of Directors and Shareholders Meeting and its affairs, AGMs, EGMs etc.. | Company Secretary                          | Full Powers   | Subject to the availability of Budget Grant at his disposal.  |
| <b>11. Compensation for Accident under the Indian Workmen's Compensation Act.</b> |  |  |   |   |
| 92  | To Sanction expenditure on compensation awarded under the Indian Workmen's Compensation Act, 1923.   | C.Es/HODs after approval by Dir./Admin     | Upto the amount admissible under the Act.   | Provided that cases in which there is doubt as to the applicability of the Act legal advice is obtained.  |
| 93  | To Sanction expenditure in connection with compensation for accidents to private persons/cattle etc.   | C.Es/HODs after approval by Dir. Concerned | The amount may be as admissible to a workman under Schedule IV of the Workmen's Compensation Act, 1923, in similar circumstances/cases. | Subject to:-<br>1) Monthly wages will be got assessed through the State Revenue Authority or Gram Panchayat.<br>2) In case of cattle the claimant produces a certificate of Veterinary Assistant Surgeon, a certificate from Revenue Authorities or the original purchase receipts etc. |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>   | <b>To whom Delegated</b>                                | <b>Extent of Delegation</b>   | <b>Remarks</b>   |
|----------------|--|---|---|--|
| <b>1</b>       | <b>2</b>   | <b>3</b>  | <b>4</b>  | <b>5</b>   |
| 94             | To allow advance payment of compensation due under Indian Workmen's Compensation Act. In case of fatal accidents.  | C.Es/HODs after approval by Dir. Concerned & Dir. Admin | Upto Rs. 20,000 in each case  | <p>Provided the death is prima-facie due to accident arising out of and in the course of employment of the workman.</p> <p>Note :<br/>The advance payment of compensation made is recoverable from the amount of compensation payable under the Act and in case the compensation is not admissible, the advance payment of compensation, if made, will be treated as exgratia payment.</p> |
| 95             | To Sanction payment of Examination/Treatment Fee to the authorized Medical Attendant and cost of medicines not available or supplied by the Local Government Dispensary in respect of injuries to a workman. | Sr.Xens/Dy.CAOs/Dy.Secretary                            | Full Powers   | Subject to the condition that the scale of fee fixed by Government for various categories of Doctors is not exceeded and necessary essentiality certificates are signed or countersigned by the appropriate authorities.   |
| 96             | To make advance payment to the injured workmen to meet the cost of medical assistance which cannot be provided through Hospital.   | Sr.Xens//Dy.Secretary                                   | <p>i) Upto one month's pay including allowances in respect of regular staff.</p> <p>ii) Upto Rs. 1000 in case of workcharged staff.</p> | These advances are to be granted subject to the condition that surety/sureties of the permanent employees of PSTCL are obtained and advance is recovered from the amount of compensation if due, otherwise in 12 monthly instalments from the pay of the incumbent.  |

**PSTCL - Delegation of Powers**

| Sr. No. | Nature of power  | To whom Delegated | Extent of Delegation | Remarks  |
|---------|--|-------------------|----------------------|--|
| 1       | 2  | 3                 | 4                    | 5  |
| 97      | To Sanction compensation for damages caused to crops and any other property in exercising right of placing the lines or poles etc. | Sr. Xens          | Full Powers          | <p>1) For the assessment of compensation of damages caused to crops the following procedure shall be adopted :-</p> <p>i) Average yield in quintals of various crops per acre for irrigated lands and non irrigated lands worked out on the basis of schedule 'B' of Punjab Security land Tenure rule, 1956, as per annexure of Board's office order No. 17/GB/A-732, dated 20.4.72 shall be adopted, subject to the following conditions :-</p> <p>a) 10% deduction shall be made from compensation payable in the case of crops ready to be harvested but cannot be harvested due to urgency of PSTCL's work (except crops like Sugarcane, potatoes and other hardy crops).</p> <p>b) 25% deduction shall be made from the compensation in the case of crops just sown.</p> <p>ii) Assessment of compensation for Sugarcane, Potatoes and other hardy crops shall be made by the field officers themselves.</p> <p>iii) The area of crops that are sought to be compensated shall be assessed by an officer not below the rank of AE/AEE.</p> <p>2) The assessment of damages, caused to property other than crops be assessed by the Sr.Xen in consultation with Civil Authorities.</p> |

**PSTCL - Delegation of Powers**

| <b>Sr. No.</b> | <b>Nature of power</b>  | <b>To whom Delegated</b>                            | <b>Extent of Delegation</b> | <b>Remarks</b>   |
|----------------|---|---|-----------------------------|--|
| <b>1</b>       | <b>2</b>  | <b>3</b>  | <b>4</b>                    | <b>5</b>   |
| 98             | To Sanction payment of compensation for land required for putting up Transmission lines and Towers.   | S.Es  | Full Powers                 | Subject to the following conditions that :-<br>i) Compensation shall be assessed after checking up the rates with Local Civil Authorities.<br>ii) Payment of the compensation will be made immediately on or after the completion of all preliminaries.<br>iii) Requisite receipt for the payment shall be obtained. |
| 99             | To Sanction payment of compensation of land coming under the department of Forest required for putting Transmission lines and Towers.   | S.Es  | Full Powers                 | The payment should be made at the rate fixed by Chief Conservator of Forest (H.Qs) Punjab Chandigarh for conversion of Forest land to Non-Forest land for Non-Forest purposes only.  |
| 100            | To Sanction payment of compensation for damages caused to crops and property on account of fire due to short circuit, sparking of cables or conductors on Power Lines of Pole mounting equipment of substation.         | S.Es  | Full Powers                 | Subject to the following conditions that :-<br>a) The assessment of damages caused to crops and property shall be assessed by the S.E. in consultation with the Civil Authorities.<br>b) The advice of Legal Advisor be obtained before sanctioning compensation if required.  |
| 101            | To sanction the service charges raised by NSDL-e Governance Infrastructure Limited/Central Recordkeeping Agency or any other agency from time to time for rendering services relating to National Pension System (NPS). | Chief Financial Officer or Officer in-charge of NPS | Full Powers                 |  |