

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Regd. Office: PSEB Head Office, The Mall Patiala-147001, Punjab, India. Corporate Identity Number: U40109PB2010SGC033814 (www.pstcl.org)
Office of Chief Accounts Officer (Finance & Audit), Budget Section

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Office Order no.

69

/FA/Budget-59

Date: -

27-12-2018

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

e-	Nature of Power	To whom	ng DOP Extent of	Remarks	Sr.	Nature of Power	To whom	Extent of	Remarks
Sr. no.	NATURE OF POWER	Delegated	Delegation	Remarks	no.	Nature of Power	Delegated Delegated	Delegation	Remarks
5(a)	a) To convey administrative approval for	WTDs	Rs. 10 Crore	The power is subject to the conditions that :- (i) The expenditure is	5(a)	a) To convey administrative approval for	WTDs	Rs. 10 Crore	The power is subject to the conditions that :- (i) The expenditure is restricted to the
	Purchases against Capital estimates not approved by BODs.	Director Concerned	Rs. 50 Lac	restricted to the Budgetary provisions for the year. (ii) And in case of Projects:-		Purchases against Capital Works not approved by BODs.	Director Concerned	Rs. 50 Lac	Presenced to the Budgetary provisions for the year. (ii) And in case of Projects:- a) The total project cost
5(b)	To convey administrative approval for purchase of T&P	Director Concerned	Full Powers	a) The total project cost does not exceed the provision in the project estimates for the subhead to which the	5(b)	To convey administrative approval for purchase of T&P	Director Concerned	Full Powers	does not exceed the provision in the project estimates for the subhead to which the
		C.Es	Rs. 20 Lac	particular work belongs. b) The approval accorded by the Director/CE/SE		including special T&P other than vehicles chargeable to	C.Es	Rs. 20 Lac	particular work belongs. b) The approval accorde by the Director/CE/SE
giri- giri	Estimates approved by BoD	S.Es	Rs. 5 Lac	does not result into any change/increase in the scope/quantum of the work specifically provided		Capital Works approved by BoD	S.Es	Rs. 5 Lac	does not result into any change/increase in the scope/quantum of the work specifically provide
-		Sr. Xen	Rs. 1 Lac	in the Project Estimate.			Sr. Xen	Rs. 1 Lac	in the Project Estimate.
0/01	To convey	WTDs	Full Powers	(i) The expenditure is	10(a)	To convey	WTDs	Full Powers	(i) The expenditure is
701	administrative approval of work	Director concerned	Rs. 1 Crore	restricted to the budgetary provisions for	.5(4)	administrative approval of work	Director concerned	Rs. 1 Crore	restricted to the budgetary provisions for
	expenditure other than building.	CE's	Rs. 20 Lakhs	the year.		expenditure other than building.	CE's Rs. 50 Lakhs SE's Rs. 20 Lakhs		the year. (ii) The power may also be utilised for
i.		SE's Sr. Xen's	Rs. 10 Lakhs Rs. 5 Lakhs				Sr. Xen's	Rs. 10 Lakhs	according approval to Estimates of Annual Stock Storage.
	1								
11	To convey administrative approval of works	WTDs Director	Rs. 1 Crore Rs. 25 Lac	(i) The expenditure is restricted to the Budgetary provisions for	11	To convey administrative approval of works	WTDs Director	Rs. 1 Crore Rs. 50 Lac	(i) The expenditure is restricted to the Budgetary provisions for
	expenditure on building	Concerned C.Es	Rs. 10 Lac	the year.		expenditure on building	Concerned C.Es	Rs. 10 Lac	the year.
92	(Residential/Non- Residential).	idential/Non-			(Residential/Non- Residential).	S.Es	Rs. 4 Lac	51	
100		Sr.Xens	Rs. 1 Lac				Sr.Xens	Rs. 1 Lac	
13	To convey administrative approval for repairs of vehicles	C.Es/HODs	Rs. 2 Lac	 (i) The expenditure is restricted to the Budgetary provisions for the year. 	13	To convey administrative approval for repairs/special	C.Es/HODs	Rs. 2 Lac	(i) The expenditure restricted to the Budgetary provisions for the year.
	chargeable to Revenue.	S.Es	Rs. 0.50 Lac			vehicles	S.Es	Rs. 0.50 Lac	(ii) If Special repairs ar carried more than once
	and with 2 is 1	Sr.Xens	Rs. 0.25 Lac			including Running and maintenance (R&M) expenses chargeable to	Sr.Xens	Rs. 0.25 Lac	In a year, sanction of next higher authority b obtained.
100						Revenue.			ALCOHOL:
22	To convey	C.Es	Full Powers	a) The expenditure is	22	To convey	C.Es	Full Powers	a) The expenditure
	technical estimate for Revenue	S.Es	Rs. 40 Lac	restricted to the Budgetary provisions for the year.		technical sanction for Revenue	S.Es	Rs. 40 Lac	restricted to the Budgetary provisions for the year.
	expenditure on works other than buildings.	Sr.Xens	Rs. 20 Lac	шо уеаг.		expenditure on works other than buildings.	Sr.Xens	Rs. 20 Lac	b) The power may also be utilised for according approval
13		' -		c.					Estimates of Annu Stock Storage.

0-	Neture -45		ing DOP				Amend	ed DOP	
Sr. no.	Nature of Power	To whom Delegated		Remarks	Sr.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
23	To convey technical estimate for Revenue expenditure on works on existing residential/ non residential buildings.	C.Es S.Es Sr.Xens	Rs. 10 Lac	a) The expenditure is restricted to the Budgetary provisions for the year.		To convey technical sanction for Revenue expenditure on works on existing residential/ non residential buildings.	C.Es S.Es Sr.Xens	Full Powers Rs. 10 Lac Rs. 2 Lac	a) The expenditurestricted to Budgetary provision the year.
24	To convey technical sanction to detailed	CE's SE's	Full Powers Rs. 1 Lakhs	(i) For proprietary items CE's / SE's Full Powers.	24	To convey technical sanction	CE's	Full Powers	(i) For proprietary ite CE's / SE's Full Pow
	estimates for the repairs of T&P including special T&P other than Vehicles chargeable to Revenue.	Sr. Xen's	Rs. 20,000	(ii) The expenditure is restricted to the budgetary provisions for the year		to detailed estimates for the repairs of T&P including special T&P other than Vehicles chargeable to Revenue.	SE's Sr. Xen's	Rs. 1 Lakhs Rs. 50,000	(ii) The expenditure restricted to the budgetary provisions the year
25	To convey technical Sanction to detailed estimates for the repairs of	C.Es S.Es	Full Powers	(i) The expenditure is restricted to the Budgetary provisions for	25	To convey technical Sanction to detailed	C.Es	Full Powers	(i) The expenditure is restricted to the Budgetary provisions
	Vehicles chargeable to Revenue.	Sr.Xens	Rs. 1 Lac Rs. 20,000	the year.		estimates for the for the repairs/special repairs of Vehicles	S.Es Sr.Xens	Rs. 1 Lac	the year. (ii) If Special repairs carried more than carried more than carried in a year, sanction the next higher
10	2.134 2.13					including Running and maintenance (R&M) expenses chargeable to Revenue.			authority be obtain
	petition with PSERC. Filing of appeal with ATE, New Delhl. Filing of petition	Committee comprising CMD, Director/F&C & Director/Tec h.	Full Powers			Filing of ARR with PSERC. Filing of review petition with PSERC. Filing of appeal with ATE, New Delhi. Filing of petition with CERC. Filing of appeal related to ARR with APTEL and Civil Courts.	Committee comprising CMD, Director/F&C & Director/Tech.	Full Powers	Meta Su
	material (alongwith Annual Maintenance Contract if required) including special equipment, T&P items, stores, Computer hardware, software, & other related peripherals, special and ordinary T&P	Central Curchase Committee Committee Committee Committee General)	Crore Upto Rs. 2 Crore Upto Rs. 40 Lacs	Delegation under Limited Tender System are subject to the following conditions:- (a) Unless competitive tenders from at least three firms are received, the quotations shall be rejected. (b) In case the demand happens to be very urgent and the quotations have been received less than three, the power to		material (alongwith Arinual Maintenance Contract if required) including special equipment, T&P items, stores, Computer nardware, software, & other related	Central Purchase Committee	Upto Rs. 20 Crore Upto Rs. 2 Crore Upto Rs. 40 Lacs	Delegation under Lim Tender System are subject to the followin conditions:- (a) Unless competitive tenders from at least three firms are receive the quotations shall be rejected. (b) In case the deman happens to be very urgent and the quotati have been received le than three, the power

Sr.	Nature of Power	To whom	Extent of	Remarks	Sr.	Nature of Power	To whom	Extent of	Remarks
no.		Delegated	Delegation		no.		Delegated	Delegation	
- 1	vehicles,	S.Es	Upto Rs. 2.5	effect purchase on the		including vehicles,	S.Es	Upto Rs. 2.5	effect purchase on the
- 1	mathematical and		Lacs	basis of number of		mathematical and		Lacs	basis of number of
- 1	survey equipment,			tenders received shall		survey equipment,			tenders received shall
-	electronic			vest with the authority		electronic			vest with the authority
	equipments &			next above the ordinarily		equipments &			next above the ordinari
- 4	v ,			competent to sanction		devices, special			competent to sanction
- 1	devices, special								purchase, provided the
	equipments and			purchase, provided the		equipments and			
- 17	instruments or			said next higher authority		instruments or		ľ	said next higher author
- 1	experimental works			certifies that the rates in		experimental			certifies that the rates i
- 1	connected with			the tender proposed to be		works connected			the tender proposed to
- 1	basic and			accepted are reasonable.		with basic and	30		accepted are reasonal
	fundamental			(c) In case material is to		fundamental			(c) In case material is
- 1	Research scheme.			be procured from firms		Research scheme.			be procured from firms
- 1	1000010110111011101			standardized by the					standardized by the
				PSTCL, tenders should					PSTCL, tenders shoul
. 1									be invited from all the
				be invited from all the					
- 1				standardized firms but if					standardized firms but
		Sr.Xens	Upto Rs.	the quotations received			Sr.Xens	Upto Rs.	the quotations receive
			50,000	are less than 3 and re-				1,00,000	are less than 3 and re-
- 1		l .		invitation of tenders is not					invitation of tenders is
		I -		considered feasible, the		1			considered feasible, th
				approval of next higher		1	1		approval of next highe
		I		authority shall be		1	1		authority shall be
		1		obtained for. However the		1			obtained for. However
15									
				condition of next higher					condition of next higher
- 1			- 1	authority shall not apply					authority shall not app
		I		to WTDs, Central		1			to WTDs, Central
- 1				Purchase Committee and					Purchase Committee
- 1				Purchase Committee					Purchase Committee
				(General)					(General).
				(d) The system of inviting					(d) The system of invi
									quotations from
		1	1	quotations from					registered firms for tot
			I,	registered firms for total					_
- 1	7	1	10	value of purchases			1		value of purchases
- 1				costing Rs. 50,000 and			(3)		costing Rs. 50,000 an
		I	1	above upto Rs 5 Lacs, be					above upto Rs 5 Lacs
		I	Υ :	adopted only for				li i	adopted only for
- 1				immediate requirements				b-	immediate requiremen
				of stores and the such					of stores and the such
			1.5	emergency shall be					emergency shall be
	1/4	1		certified by the Indenting					certified by the Indenti
- 1									Officer in writing and
				Officer in writing and				1 - 2	
- 1				countersigned by the					countersigned by the
- 1				Sanctioning Authority.					Sanctioning Authority
- 1				(e) Provided that Central					(e) Provided that Cent
- 1		1		Purchase					Purchase
		1		Committee/Purchase					Committee/Purchase
- 1		I		Committee (General)			I		Committee (General)
- 1		1		shall be voting					shall be voting
		1		unanimously in exercise			I		unanimously in exerci
		1	_ 1				1	7	of power delegated to
				of power delegated to it			I		and in case of differer
		1		and in case of difference					
				of opinion between the					of opinion between the
		I		members of Central					members of Central
		I		Purchase			1		Purchase
		I		Committee/Purchase		li l	1		Committee/Purchase
		1		Committee (General) the		()	1		Committee (General)
		I		cases of Purchases are			1		cases of Purchases a
				to be referred to the			- 2		to be referred to the
				BODs /WTDs.					BODs /WTDs.
- 1		1					[(f) WTD may allow
				(f) WTD may allow			1		
		1		additional quantity upto			1		additional quantity up
-		I		20% of the NIT Quantity					20% of the NIT Quan
				in emergent cases.	1		1		in emergent cases.
		1		(g) Subject to General	ė.		[(g) Subject to Genera
		I		Conditions stated after					Conditions stated after
4				DOP serial no. 42					DOP serial no. 42
170		I	į.	301 301 at 110, 42					
		1	li .						
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	No.								

Sr.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr.	Nature of Power		Extent of	Remarks			
42	To purchase of	CE's	up to Rs.	i) For moline symboses /	no.	To avecla a a a f	Delegated	Delegation				
74	material and repair	CES		i) For making purchases /	42	To purchase of	CE's	up to Rs.	i) For making purchas			
			40,000	repairs against each		material and repair	1	40,000	repairs against each			
	of equipments			payment without calling		of equipments			payment without calling			
	related to			for competitive quotations		related to			for competitive quota			
	transmission			in the best interest of the		transmission			in the best interest of			
	system (under			plant and Estt. A		system (under						
	Emergent Spot	SE's	unita Da						plant and Estt. A			
	purchases / repairs	SES	up to Rs. 20,000	certificate shall, however be recorded in		Emergent Spot purchases /	SE's	up to Rs. 20,000	certificate shall, how be recorded			
	of Transmission system)	Sr. Xen's	up to Do	Lugiting by the accessed		repairs of	0 V - 1	1				
	bysteilij	Sr. Aeris	up to Rs.	writing by the concerned		Transmission	Sr. Xen's	up to Rs.	in writing by the			
¥3			10,000	official that the prices		system)		10,000	concerned official th			
				have been ascertained					prices have been			
				from the local market and					ascertained from the			
				are lowest and					market and are lowe			
				reasonable.					and reasonable.			
				ii) Subject to annual (FY					ii) Subject to annual			
		1851		wise) limits are as under:-					wise) limits are as u			
	7.			a) CE Rs. 1 lac					a) CE Rs. 2 lac			
		AEEs / AEs	up to Rs.	b) SE Rs.50,000			AEEs / AEs	up to Rs.	b) SE Rs. 1 la			
		THE CONTRACT	5,000	1			ALLS / ALS					
			3,000					5,000	c) Sr. Xen Rs.50,00			
				d) AEE/AE Rs 12,500					d) AEE/AE Rs 25,00			
									Mi			
				(iii) Subject to General					(iii) Subject to Gener			
				Conditions stated below.					Conditions stated be			
									.10			
	OFFICE A COMPLET	10110				CENERAL CONST	TION O					
		tions mention		no. 38 to DOP no. 42 are			ations mentione					
	further subject to the	Purchase Re	gulations and f	ollowing general conditions		All the above delegations mentioned in the DOP no. 38 to DOP no. 42 are further subject to the Purchase Regulations and following general condition						
	requiring careful obs					requiring careful ob						
			d in each case.	subject to the Annual		(a) The powers are		in each case, sul	biect to the Annual			
	Purchase Limit fixed			orași de la contra del contra de la contra de la contra del la contra de la contra		Purchase Limit fixe			ojoot to allo , alliodi			
	Provided further that		0. 5. 00.00			Provided further that		. Directors				
	(i) Purchases are ma		nationed Estim	estan		(i) Purchases are m		sationed Estimate				
				lates.			_		18.			
	(ii) Budget Grant for					(ii) Budget Grant for						
			anticollis annus	and an element of the second		I/iii) The material pro	ocured is to be a	ctually consumed	on the works during t			
	(iii) The material pro-					(m) The material pre		otodily consumo	<u>-</u> <u>-</u>			
				st quarter of the next								
	the same financial ye financial year.	ear or at the m	ost within the 1	st quarter of the next		same financial year year.	or at the most v	vithin the 1st quar	rter of the next financia			
	the same financial ye financial year. (iv) The annual requ	ear or at the m	ost within the 1	st quarter of the next ed out in advance with a		same financial year year. (iv) The annual requ	or at the most vulirement for each	vithin the 1st quar h item is worked	rter of the next financia out in advance with a			
	the same financial ye financial year. (iv) The annual requ view to arrange their	ear or at the m irement for ear procurement	ost within the 1 ch item is work at the level of t	st quarter of the next ed out in advance with a he Competent Purchasing		same financial year year. (iv) The annual req to arrange their pro-	or at the most vuirement for each	vithin the 1st quant the item is worked level of the Comp	rter of the next financia out in advance with a petent Purchasing Aut			
	the same financial ye financial year. (iv) The annual requ view to arrange their Authority and the qu	ear or at the m irement for ear procurement antities are no	ost within the 1 ch item is work at the level of t	st quarter of the next ed out in advance with a		same financial year year. (iv) The annual requito arrange their pro- and the quantities a	or at the most vuirement for each	vithin the 1st quant the item is worked level of the Comp	rter of the next financia out in advance with a petent Purchasing Aut			
	the same financial ye financial year. (iv) The annual requiview to arrange their Authority and the quat the lower competer	ear or at the mairement for ear procurement antities are no ent level.	ost within the 1 ch item is work at the level of ti t split up so as	st quarter of the next ed out in advance with a he Competent Purchasing to enable their purchases		same financial year year. (iv) The annual requite arrange their proand the quantities a competent level.	or at the most vuirement for eac curement at the are not split up s	vithin the 1st quant h item is worked level of the Comp o as to enable the	nter of the next financial out in advance with a petent Purchasing Author purchases at the lo			
	the same financial ye financial year. (iv) The annual requiview to arrange their Authority and the quat the lower compete (b) The items of Store	ear or at the mairement for ear procurement antities are no ent level. res prescribed	ch item is work at the level of the t split up so as by the Board to	ed out in advance with a he Competent Purchasing to enable their purchases be purchased centrally		same financial year year. (iv) The annual requ to arrange their pro- and the quantities a competent level. (b) The items of Sto	or at the most water water or at the curement at the tree not split up some prescribed leads to the control of	vithin the 1st qual h item is worked level of the Comp o as to enable the by the Board to be	rter of the next financial out in advance with a petent Purchasing Autoir purchases at the loos purchased centrally			
	the same financial ye financial year. (iv) The annual requiview to arrange their Authority and the quat the lower compete (b) The items of Storare to be purchased	ear or at the maintenant for ear procurement antities are no ent level. res prescribed only by the Ca	ch item is work at the level of the t split up so as by the Board to entral Purchase	ed out in advance with a he Competent Purchasing to enable their purchases be purchased centrally committee/Purchase		same financial year year. (iv) The annual requite arrange their progrand the quantities a competent level. (b) The items of Stope purchased only items.	or at the most valuement for each curement at the line not split up some prescribed by the Central P	vithin the 1st qual h item is worked level of the Comp o as to enable the by the Board to be urchase Committe	nter of the next financial out in advance with a petent Purchasing Autoric purchases at the lose purchased centrally ee/Purchase committee			
	the same financial ye financial year. (iv) The annual requiview to arrange their Authority and the quatithe lower compete (b) The items of Stolare to be purchased committee General a	irement for ear r procurement antities are no ent level. res prescribed only by the Ce and no powers	ch item is work at the level of ti t split up so as by the Board to entral Purchase are delegated	ed out in advance with a he Competent Purchasing to enable their purchases be purchased centrally Committee/Purchase to other authorities,		same financial year year. (iv) The annual requite arrange their proand the quantities a competent level. (b) The items of Stebe purchased only ligeneral and no powers.	or at the most valirement for eac curement at the are not split up so pres prescribed loby the Central P evers are delegat	vithin the 1st qual th item is worked level of the Comp o as to enable the by the Board to burchase Committed to other autho	nter of the next financi out in advance with a petent Purchasing Aut pir purchases at the lo purchased centrally pe/Purchase committerities, CPC/PCG may			
	the same financial ye financial year. (iv) The annual requirements to arrange their Authority and the quatithe lower compete (b) The items of Storare to be purchased committee General a CPC/PCG may, how	ear or at the mairement for ear procurement antities are no ent level. res prescribed only by the Cand no powers rever, permit the	ch item is work at the level of ti t split up so as by the Board to entral Purchase are delegated he field S.Es to	et quarter of the next ed out in advance with a he Competent Purchasing to enable their purchases be purchased centrally committee/Purchase to other authorities, purchase certain items		same financial year year. (iv) The annual requito arrange their promand the quantities a competent level. (b) The items of Stobe purchased only leading the growth of the powever, permit the	or at the most valirement for each curement at the are not split up some sprescribed by the Central Povers are delegate field S.Es to put	within the 1st qual th item is worked level of the Componias to enable the toy the Board to burchase Committed to other authourchase certain ite	nter of the next financial out in advance with a cottent Purchasing Autieir purchases at the lose purchased centrally ee/Purchase committerities, CPC/PCG may, ems themselves, where			
	the same financial ye financial year. (iv) The annual requirements to arrange their Authority and the quatithe lower compete (b) The items of Storare to be purchased committee General a CPC/PCG may, how themselves, where C	ear or at the mairement for ear procurement antities are no ent level. res prescribed only by the Cand no powers rever, permit the	ch item is work at the level of ti t split up so as by the Board to entral Purchase are delegated he field S.Es to	et quarter of the next ed out in advance with a he Competent Purchasing to enable their purchases be purchased centrally committee/Purchase to other authorities, purchase certain items		same financial year year. (iv) The annual requito arrange their properties a competent level. (b) The items of Stobe purchased only I General and no pownowever, permit the Committee consider	or at the most war universe prescribed labor to control or the control of the con	h item is worked level of the Compo as to enable the court the Board to burchase Committed to other authourchase certain iteriate and in the in	out in advance with a petent Purchasing Auteir purchases at the love purchased centrally ee/Purchase committerities, CPC/PCG may, ems themselves, when terest of work.			
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		Existi	ng DOP				Amende	d DOP	
Sr.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
	exercise of power de	Works Commi elegated to it a	ttee shall be vo	ting unanimously in ifference of opinion ases are to be referred to		exercise of power of the members of Work /WTDs. (ii) (a) "In case of competency lies whigher than the exapprove the tender case above 5% the per the requirement (b) In case of Emercial Emerci	hat Works Commit delegated to it and orks Committee the Open Tenders an with Works Commit at case upto 5% as e case shall be su nt/justification". orgent/Deposit Wo n and stringing/se chnical is author tes approved by CE/TS is authoring Tenders by seek approved by BOD	tee shall be volin case of differences are to be a cases are to be determined the and below the estimated to BC orks consisting agging of 132/2 lised to approve BODs/WTDs. ed to allot the laid downing discounts	ting unanimously in rence of opinion between the referred to the BODs ders for Works where two, If the Tender cost is at is authorised to nated cost and for tender bos/WTDs for decision of the two
si	Water tra						I		
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.	equivalents	Rs. 50,000 Rs. 10,000 Rs. 5,000	Provided:- 1) Budget sanction in taken in advance before making expenditure. 2) Purchases are to be effected as per Purchase regulations.	61	Purchase of Telephone instruments, A.Cs, Water coolers, Water purifiers including R.O systems, Heat convector, Heater, Blower, Fax machines, Photocopier and other office equipments.	SEs & equivalents Sr.Xens & equivalents	Rs. 50,000 Rs. 10,000 Rs. 5,000	Provided:- 1) Budget sanction in taken in advance before making expenditure. 2) Purchases are to be effected as per Purchast regulations. 3) For Photostat machine, Powers of HODs will be Rs. 1,00,000/
66(b)	Approval of fee for attending Workshops, conferences and seminars organised by ICAI/ICWAI or any other professional Institution.		Full powers Maximum Rs.2000/- per Delegation	Subject to the condition that cost of one seminar should not exceed Rs.5000/- and Rs.50000/- p.a.	66(b)	Approval of fee for attending Workshops, conferences and seminars organised by ICAI/ICWAI or any other professional Institution.	CMD Dir./F&C	Full powers Maximum Rs.2000/- per Delegate	Subject to the conditi that cost of one seminar should not exceed Rs.5000/- and Rs.50000/- p.a.
69	To Sanction contingent expenditure of a recurring nature not otherwise provided for in the rules.	Heads of Departments S.Es& Equivalent Company Secretary/Sr .Xens/Dy.CA Os/Dy.Secy AEs/AEEs/A Os/Sr.AOs & equivalent	Rs. 10,000 in each case Rs. 5,000 in each case	Powers will be exercised in respect of:- i) Telephone expenses - Connection to be provided as per norms ii) Photocopier's maintenance, refilling iii) Photostat iv) Revenue/Postage Stamps/Couriers etc. v) Annual maintenance contract of office equipment not taken initially at the time of purchase of equipment.	69	To Sanction contingent expenditure of a recurring nature not otherwise provided for in the rules.	Heads of Departments S.Es& Equivalent Company Secretary/Sr.Xen s/Dy.CAOs/Dy.S ecy AEs/AEEs/AOs/ Sr.AOs & equivalent	Rs.25,000 in each case Rs. 10,000 in each case Rs. 5,000 in each case Rs. 2,000 in each case	Powers will be exercise in respect of:- i) Telephone expenses Connection to be provided as per norms ii) Refilling of Printers and Photocopier cartridge. iii) Photostat iv) Revenue/Postage Stamps/Couriers etc. v) Annual maintenance contract of office equipment not taken initially at the time of purchase of equipment. vi) Contingent IT Items other misc items.
71	To outsource the work of sweeping, cleaning & gardening through contractor where the cost is chargeable to contingencies/Annu al Estimate.	C.Ea/HODs	Full Powers	For their own office, Substation and the offices subordinate to them.	71	To outsource the work of sweeping, cleaning & gardening through contractor where the cost is chargeable to contingencies/Annual Estimate.	C.Es/HODs/SEs	Full Powers	For their own office, Su station and the offices subordinate to them.

		Existi	ng DOP				Amende		
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
72	To Sanction non-	C.E.s/HOD	Upto	Note 1	72	To Sanction non-	C.E.s/HODs	Upto Rs.25,000	Note 1
. –	recurring	s	Rs.25,000 in	In case where the		recurring		in each case	In case where the
	expenditure		each case	purchase has to be		expenditure			purchase has to be
	chargeable to			made at the spot after		chargeable to			made at the spot after
	Contingencies	S.Es	Upto	examining the quality		Contingencies	S.Es	Upto Rs.5,000	examining the quality and the articles are no
	where no special		Rs.5,000 in	and the articles are not covered by any specific		where no special		in each case	covered by any
	power is		each case	prescribed		power is prescribed in the			specific prescribed
	prescribed in the rules.			specification, the Chief		rules.			specification, the Chie
	Tules.			Engineer/HOD is		1000.			Engineer/HOD is
		Company	Upto	authorized to accord			Company	Upto Rs.2,500	authorized to accord
			Rs.2,500 in	sanction in effecting			secretary/Sr.X	in each case	sanction in effecting such purchases upto
		r.Xens/Dy.	each case	such purchases upto Rs.10,000 in each case			ens/Dy.CAO,D		Rs.10,000 in each
		CAO,Dy.		without inviting			y. Secretary &		case without inviting
		Secretary &		competitive quotations			equivalent		competitive quotations
		equivalent		provided it is certified					provided it is certified
				that the rates have					that the rates have
	IX.			been ascertained from				L.F.	been ascertained from the market and are
5	1 p. 4 c. 5			the market and are					reasonable and the
				reasonable and the official authorized to				11 611/2011	official authorized to
	Es du la Constitución de la Cons			make the purchases				10000000	make the purchases
	A COUNTY			shall coopt two other				187 (France)	shall coopt two other
	AND DESIGNATION OF THE PARTY OF			officers(One from					officers(One from
	Street mate in			Finance) authorized by					Finance) authorized by
	Inconversion			the competent authority				1 106	the competent
	Her III		Upto	in case purchase price is more than Rs. 5000			AEs/AEEs	Upto Rs.1,000 in each case	authority in case purchase price is more
		ncharge of S/S	Rs.1,000 in each case	in each case.			(Incharge of S/S)	in each case	than Rs. 5000 in each
	1	3/3	each case	ill each case.			0,0)		case.
				The powers will be					
				exercised in respect of					The powers will be
	4			the following items:-					exercised in respect o
				Purchase of locks, office use items like					the following items:- 1) Purchase of locks,
				fluorescent tubes, table					office use items like
	8			lamps, call bells, cells					fluorescent tubes.
				and all other articles for					table lamps, call bells,
			1	office use except office					cells and all other
				furniture.					articles for office use
									except office furniture.
				2) Purchase of Clocks,					(Clocks
				Time piece, Table top					2) Purchase of Clocks Time piece, Table top
				etc. 3) Purchase of					etc.
				articles(including its					3) Purchase of
				accessories) relating to					articles(including its
				hot,				=	accessories) relating
				airy and cold weather					to hot, airy and cold weather
				arrangements as per norms				-1.0	arrangements as per
				HOIIIIS					norms
				4) Preparation of name					4) Preparation of nam
				plates and office					plates and office
				boards. Other petty					boards. Other petty
				purchases of articles of					purchases of articles
				office use only required					of office use only required from time to
	4			from time to time.					time.
	5 - 1.00			5) purchase of articles,					
				for cultural programs		1			5) purchase of articles
				such as erection of					for cultural programs
				stage, hiring of sound					such as erection of
				system, hiring of					stage, hiring of sound
				Dresses and artificial					system, hiring of Dresses and artificial
				Jewellery hiring of musician and hiring of			1		Jewellery hiring of
			8	furniture etc.					musician and hiring of
									furniture etc.
									100
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									to all a sitter
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	Trans.	and her					0.00	7C	

<u> </u>			ng DOP			r		ded DOP	Pomarke	
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	
	L			expenditure on account of entertainment/refreshm ent to the artists during rehearsals etc.					expenditure on account of entertainment/refres ment to the artists during rehearsals et	
				6) Petty expenditure to be incurred in connection with Photography, Designing cassette, decoration printing, local conveyance, press facility articles, hiring of singers,					6) Petty expenditure be incurred in connection with Photography, Designing cassette, decoration printing, local conveyance, press facility articles hiring of singers,	
np,	Notate Th.			7) Expenditure on cancellation on Rail/Air bookings. Note 2 The powers will be exercised only if order is to be placed at the lowest rate and in case				1 114	7) Expenditure on cancellation on Rail/bookings. Note 2 The powers will be exercised only if ord is to be placed at the	
		9,7		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.				12	lowest rate and in ca the quotation other than the lowest is to accepted for one reason or the other, approval of the Head of Department shall obtained.	
						-			8) Expenditure on filing of oil/petrol/lubricant vehicles of Head Office.	
Mark.	To Sanction purchase of Furniture as per latest Furniture policy in force.	C.Es/HODs/ Chief Auditor/Com pany Secretary	Full Powers	Subject to the conditions:- 1. Furniture should be as per approved specifications/model/mak e. 2. Purchase of non standardized furniture to be made only after approval by Dir. Admin.		To Sanction purchase of Furniture as per Furniture policy in force.	4		Subject to the conditions:- 1. Furniture should be purchased as per non fixed by PSTCL from time to time. 2. Subject to Budget grant.	
				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.		For the offices of CMD, Directors & Office of CE/HIS&D and offices subordinate to them.	CE/HR & Admin.	Full Powers	mont historia	
75	To Surabour punctuation to interpretation to the surabour policy and the		ž			For Other offices: for their own offices and offices subordinate to them.	C.Es/HODs /Company Secretary	Full Powers	2	

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

-	Neture of Dawer		ing DOP	Pomerke	Sr no	Moture of Dower	Towhom	Extent of	Domarke
1				Remarks	Sr. no.	Nature of Power			Remarks
Sr. no.		To whom Delegated Sr. Xens./ Deputy Secretary & equivalent	Extent of Delegation At PSTCL's rate for Junior Advocates.	Remarks land owners are decided through a Judgment, the Counsel to whom such cases are entrusted for institution/defence will be entitled to fees for drafting and appearance/arguments in the main & connected case as per approved rates. 4. For legal matter of civil and criminal in nature related to law point - For appointing the counsel, approval of CMD is to be taken by respective HODs through Legal cell 5. For other matters e.g. Legal Consultancy, Financial/Taxation matter, Technical, Consultancy of			To whom Delegated Sr. Xens./ Deputy Secretary & equivalent	Extent of Delegation At PSTCL's rate for Junior Advocates.	Remarks land owners are decided through a Judgment, the Counsel to whom such cases are entrusted for institution/defence will be entitled to fees for drafting and appearance/arguments in the main & connected case as Per approved rates. 4. For legal matter of civil and criminal in nature related to law point - For appointing the counsel, approval of CMD is to be taken by respective HODs through Legal cell 5. For other matters e.g.
				ARR etc For appointing counsel, approval of CMD is to be taken by respective HODs.		r	F F	11-17) - min	Legal Consultancy, Financial/Taxation matter, Technical, Consultancy of ARR etc - For appointing counsel approval of CMD is to be taken by respective HODs.
			(4)		31	Note:- Payment to time to time.	arbitrator will b	pe made as per PS	TCL norms fixed from
80	Engaging practicing Company Secretary/Chartere d Accountant/Legal and other	Director/F&C	Rs. 20,000 in each case.	Subject to Budget grant	80	Engaging practicing Company Secretary/Chartere	Director/F&C.	Rs. 50,000 in each case.	Subject to Budget grant
9	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					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			
	compliances and any other official purpose.					in relation to statutory compliances and any other official purpose.			11) < 1 mm 2
81	To Sanction purchase of stationary for the requirement of the offices of the PSTCL					To Sanction purchase of stationary for the requirement of the offices of the PSTCL	15,	78 (000 ag)	NOTE OF THE PERSON
- AC	- For Centralized purchase	Purchase Committee (General)	As per Purchase Regulations	Provided for the purchase of centralized articles, nonavailability certificate shall be obtained from concerned office.			Purchase Committee (General)	As per Purchase Regulations	Provided for the purchase of centralized articles, nonavailability certificate shall be obtained from concerned office.
1									

		Exist	ing DOP				Amende	d DOP	
Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks	Sr. no.	Nature of Power	To whom Delegated	Extent of Delegation	Remarks
	- For Decentralized purchase		Rs.40,000 in each case (for offices subordinate to them and their own offices)			- For Decentralized purchase of all stationary items including A4 photostat papers except printed	C.Es/HODs	Rs.40,000 in each case (for offices subordinate to them and their own offices)	The state of the s
		S.Es & Equivalent	Rs.5,000 in each case			stationery carrying insignia of PSTCL/Govt.	S.Es & Equivalent	Rs.5,000 in each case	
		Company Secretary/ Sr.Xens/Dy. Secy & equivalent	Rs.3,000 in each case				Company Secretary/ Sr.Xens/ Dy. Secy & equivalent	Rs.3,000 in each case	
		AEEs/AEs incharge of S/S	Rs.1,000 in each case				AEEs/AEs (incharge of S/S)	Rs.1,000 in each case	
	New DOP				Sr. no. 102	To grant honorarium for setting, evaluating Departmental Accounts Examination papers and other works relating to Departmental Accounts Examination at rates approved by BODs.	CE/HIS&D	Full Powers	Subject to the terms ar conditions and rates fixed for setting/evaluation of papers/Answer books various Departmental Accounts Examination by the Corporation frotime to time and the service rendered does not fall within the cours of ordinary duties of the employees.
	New DOP				Sr. no .103	To sanction installation of new telephone lines/Internet Connection.	Committee comprising of Director/F&C and Director/Admin. Director/F&C shall be the chairman and Dy. Secy/ General shall be the convener of the committee.	Full powers	250

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

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

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

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Dy. CAO (Finance), PSTCL, Patiala

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

1) Sr. PS to CMD, PSTCL, Patiala.

2) Dy. Secy to Director/Technical, PSTCL, Patiala

3) Sr. PS to Director/F&C, PSTCL, Patiala.

4) Sr. PS to Director/Admin, PSTCL, Patiala.

5) All EICs/CEs/HODs of PSTCL.

6) All Dy. CEs/SEs of PSTCL.

7) PA to CAO (Finance & Audit), PSTCL, Patiala.

CC:- 3134 33 27/12/18

1) Company Secretary, PSTCL, Patiala in reference to their U.O no. 1766/BOD/51.31/PSTCL dated 11.12.2018 for information and further necessary action please.

2) DGM/IT for uploading on PSTCL website as latest update.

Dy. CAO ((Finance), PSTCL Patiala