



Puducherry Electricity Department

Delegation of Powers

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Document review and approval

Revision history

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WORKS CHARGEABLE TO CAPITAL/REVENUE HEADS OF ACCOUNTS				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To convey administrative approval for capital expenditure on works other than residential buildings forming part of a project specifically approved	WTDs	Full Power	Subject to the condition that sanction accorded by CGM does not result in excess over the provision of the Project estimate for the relevant sub-head. Copies of all such administrative Approval granted by the CGM will be brought to the notice of concerned Director.
		CGM	2 Crores	
2	To convey administrative approval for capital expenditure on new transmission works and augmentation works of 33KV including residential buildings and allied civil works required to be constructed as per norms for new sub-substations but excluding all other buildings.	WTDs	Full Powers	In respect of works technically approved for execution by the Director (Project)
		CGM	1 Crore	
3	To convey administrative approval for preliminary survey to the preparation of the schemes.	CGM	2 Lakhs	Only for approved schemes
		GM	1 Lakh	
		SM	0.5 Lakhs	
4	To convey administrative approval for capital expenditure on works for the purchase of land for construction of 33 KV Sub/Stn., office and residences	WTDs	Full Power	Subject to the condition that the rate will be as per collector rate

	etc,			
5	To convey the administrative approval for capital expenditure on minor works of existing residential/non-residential buildings to meet the requirements.	WTDs	Full Powers	Such powers will not be exercised for providing additional rooms to extend buildings in contravention of the latest approved type design
		CGM	1 Lakh	
		GM	0.5 Lakh	
		SM	20,000	
6	To convey administrative approval for capital expenditure on works for laying of new industrial, non domestic, domestic, agriculture, group of connections, any other type of connections and allied works.	CGM	Full Power	Provided that :- i) Expenditure is met from within the Budget provision under the major / minor head concerned. ii) The works are of productive nature and financially justified or cost of service is received in full or part. iii) In case the works are found to be financially unjustified and the consumers are willing to pay unjustified cost this will be subject to the condition that the procedure of preparation and sanction of estimates is as per rules/instructions applicable from time to time.
		GM	10 Lakhs	
		SM	5 Lakhs	
		Mgr./Dy. Mgr	1 Lakhs	

				iv) These powers shall be applicable also to new undertaking to be acquired v) In cases where no financial justification is required to be worked out, the fixed/variable charges, if applicable are to be recovered in advance on the basis of average cost of tube wells worked out for the groups.
7	To convey administrative approval for capital expenditure on works of augmentation of substations and trans-mission lines up to 11 KV and mains and sub-mains other than system improvement scheme specifically approved.	CGM	Full Power	Subject to technical justification and availability of Budget under specific head.
		GM	10 Lakhs	
		SM	5 Lakhs	
		Mgr./Dy. Mgr	1 Lakh	
8	To convey administrative approval for expenditure under capital/Revenue Head for the purchase of new Motor Vehicles, tractor etc.	WTDs	Full Power	i Where no yardstick exists.
		CGM	Full Power	ii As per approved yard stick

ESTIMATES FOR WORKS CHARGEABLE TO CAPITAL HEAD OF ACCOUNTS				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To convey technical sanction to the detailed estimates of works chargeable to Project/ Scheme specifically sanctioned by the competent Authority.	CGM	Full Powers	Subject to the condition that:-
		GM	20 lakhs	In case where the provisions in the Projects are adequate, the sanction does not cause excess over and above project provisions in the Project works/estimate under the Sub-head of which the particular work belongs, and
		SM	5 Lakhs	
				In case where the financial provisions made in the Project estimates 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 to technical sanction is competent to pass)
2	To convey technical sanction to	CGM	Full Powers	Provided that:-

	the detailed estimates for augmentation of sub-station including improvement works and transmission/distribution lines including main & sub mains.	GM	10 Lakhs	1. The works are of productive nature: and 2. The expenditure is met within the Budget provision.
3	To convey technical sanction to the detailed estimates for domestic, Non Domestic, Industrial, Agriculture & any other type of connections or a group of Connections.	GM	Full Power	Provided that 1. The works are of productive nature. 2. Expenditure is met from within the budget provision under the major/minor head concerned.
		SM	5 Lakhs for HT & Full Powers for LT	
		Mgr.	1 Lakhs for HT & Full Powers for LT	
		Dy. Mgr	Full Powers for LT	
4	To convey technical sanction to the detailed estimates for preliminary survey to the preparation of schemes	CGM	1 Lakhs	Provided prior approval is taken for the preliminary survey
		GM	50,000	
		SM	20,000	
5	To convey technical sanction to the detailed estimates for purchase of Motor Vehicles, Tractors etc.	CGM	Full Powers	Subject to the grant of administrative approval by the competent authority
6	To convey technical sanction for capital expenditure on construction of residential/non residential buildings and allied civil works not forming part of project	CGM	Full Powers	Subject to budget provision
		GM	3 Lakhs	
		SM	1 Lakhs	

ESTIMATE FOR WORKS CHARGEABLE TO REVENUE HEAD OF ACCOUNTS				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To convey technical sanction for petty original works including new works	CGM	Full Powers	
		GM	1 Lakh	
		SM	50,000	
2	To convey technical sanction for renewals and replacement of existing works including replacement of poles/transformers etc. damaged due to natural calamities and replacement of stolen conductor / transformers	CGM	Full Powers	After lodging of FIR for replacement of stolen material
		GM	1 Lakh	
		SM	30,000	
		Mgr.	10,000	
3	To convey technical sanction for Special repairs of residential / non residential buildings, vehicles including tractors etc..	Director	Full Powers	Upto 5% in excess of the amount administratively approved by the competent authority and provided that in the case of residential buildings the cost of special repairs does not exceed the following limits relating to the calculation of standard rent:
		CGM	1 Lakh	
		GM	20,000	
4	To convey technical sanction to detailed estimate for replacement of damaged transformers and renovation and improvement works for distribution system	CGM	Full Powers	For Improvement works only
		GM	3 Lakhs	
		SM	1 Lakh	
		Mgr	25,000	

5	To convey technical sanction to the estimate for purchase of new vehicle , tractor etc.	Director	Full Powers	
		CGM	5 Lakhs	

POWER TO SANCTION PURCHASES OF EQUIPMENT & STORES				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To purchase material, equipment and T&P through open tender	BOD	Full Powers	
		WTDs	2 Crores	
		CGM (MM)	50 Lakhs	
		GM(Stores/Purchase)	10 Lakhs	
2	To purchase material, equipment and T&P through limited tender and for proprietary items	BOD	Full Powers	
		WTDs	50 Lakhs	
		CGM (MM)	10 Lakhs	
3	Emergency purchases including T&P items	GM (Workshop)	1 Lakh	i) The purchases would be made in case of emergency relating to power supply in the field and will be recorded in the Purchase approval. ii) The purchase would be made by obtaining spot quotations.
		Committee of SM & Mgr.	10,000	
		Committee of SM & Mgr. with prior approval of GM	25,000	
4	To purchase fuel, spares, tyres and tubes, flaps, batteries etc. for vehicles including repair	CGM	Full Powers	i) The tyre, tubes, flaps will be purchased on DG&SD rates only. ii) Batteries will be purchased after collecting hand quotations.
		GM	1 lakh	
		SM	25,000	
		Mgr./Dy. Mgr	10,000	

5	To purchase material and spare parts of equipment and machinery for running and maintenance. of Workshop and manufacturing process.	SPC	10 Lakhs	i The financial power will be exercised taking cognizance of the annual consumption. ii For all items up to Rs.50000/- limited enquiry will be issued and for items above Rs.50000/- open/press enquiry will be issued, save in exceptional case for which detailed reasons to be specified by Chief Engineer. iii All P.Os will be issued after pre-audit. Iv Purchases beyond the competency of SPC will be got approved from WTDs
		CGM in charge	2 Lakhs	
		GM in charge	1 Lakh	
6	Emergency requirement of any item	GM Workshop	50,000	1. These powers are to be exercised in case of emergency/urgent requirement for all items of Workshop and can also be used for making one or two proto-type of any type of equipment/material.
		SM workshop	20,000	

				2. For purchases above Rs.50,000/- spot quotations will be collected by the SPC members. 3. For purchases upto Rs.50,000/- spot quotations may be collected by committee of three officers
7	To draw the material from stores or manufactured articles for which due provision has been made in a sanctioned estimate	Mgr./Dy. Mgr	Full Powers	Subject to the condition that the limit of provision for respective items in the sanctioned estimate is not being exceeded in the case of manufacture for stock and for works respectively.

ACCEPTANCE OF TENDERS				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To accept tender for the execution of work by contract	WTDs	Full Powers	
		CGM	30 Lakhs	Subject to the condition that tendered rates are not more than 20% above the prevalent rates including admissible premium in each case.
		GM	10 Lakhs	Subject to condition that tender rates are not more than 10% of the tendered rates over sanctioned estimated cost. plus sanctioned premium and non-scheduled items do not exceed 10% of the estimated cost. In the case of works other than civil works, the tendered amount will not exceed 5% of the estimated cost/ current of scheduled rates including admissible premium.
		SM	5 Lakhs	Subject to the condition:

				a) That the approval of next higher authority is obtained if a tender other than the lowest is to be accepted or single tender is to be accepted. b) Tender rates are not more than 10% above standard rates including admissible premium or in the sanctioned item. In the case of works other than civil works the tendered amount shall not exceed 5% of the estimated cost/schedule rate including admissible premium.
2	To call tenders and issue work order for the execution of work on Turnkey basis	CGM	30 lakhs in each case	Subject to approval of scheme by the competent authority.
		GM	10 lakhs in each case	
3	To issue work orders for capital works/maintenance	WTDs	Full Powers	1. For BHEL and other Govt./Semi Govt. undertakings/ powers can be exercised on single quotation basis. 2. For others press tenders need to be
		CGM	2 lakhs	
		GM	1 Lakh	
		SM	25,000	

				invited for work orders exceeding Rs.2 Lakhs. (Subject to approval of competent authority.)
4	To issue work order to approved contractor / approved rate for supply of man-days to carry out capital / revenue works.	CGM	Full Power	Subject to exhausting of existing regular man power and with in the limit of sanctioned estimate.
		GM	50,000	
		SM	20,000	

ACCEPTANCE OF EXCESS OVER ESTIMATES				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To pass finally all excesses on the amount of original estimates sanctioned by himself or by higher authorities and on the amount of revised estimates sanctioned by himself (both administratively and technically).	CGM	i) Full powers for estimates sanctioned by GM/SM ii) Up to 10% excess of the original sanctioned estimate sanctioned by self.	
		GM	i) Up to 20% excess of the original sanctioned estimate sanctioned by SM ii) Up to 10% excess of the original sanctioned estimate sanctioned by self.	
		SM	Up to 10% excess of the original sanction estimate sanctioned by self.	

POWER TO SANCTION EXPENDITURE ON RECURRING CONTINGENCIES				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To sanction non recurring expenditure chargeable to contingencies where no special power is prescribed in the rules/regulations.	CGM	50,000	
		GM	25,000	
		SM	10,000	
		Mgr./Dy. Mgr.	5,000	

POWER TO SANCTION COMPENSATION FOR ACCIDENTS UNDER WORKMEN'S COMPENSATION ACT				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	To sanction compensation to the employee in the course of performance of duty under Workmen Compensation Act 1995 as amended from time to time.	CGM	Up to amount admissible under the act	Provided that in such cases where there is a doubt to the applicability of the Act , legal advice is obtained
2	To sanction expenditure in connection with compensation under fatal accident to private persons (Non employee of the Nigam)	CGM in consultation with Legal Section	Upto the amount as may be admissible to a workman under Schedule IV of the Workman Compensation Act, 1995 in similar circumstances/cases	Monthly wages will be got assessed from the State Revenue Authority and Gram Panchayat
3	To sanction compensation for the electrocution of cattle	GM	Full Powers	
		SM	10,000	
4	To allow advance payment of compensation under the Indian Workmen's Compensation Act, in cases of fatal accidents.	SM in charge of Divisions	Upto 40% of the compensation admissible or Rs.50000/- whichever is less in each case	Provided that death is prima-facie due to accident arising out of and in the course of employment of the workman.

POWER FOR CIVIL WORKS OTHER THAN PROJECTS					
S. No	Nature of Power	To Delegated	Whom	Delegation (INR)	Remarks
1	To accept tender for the execution of works by contract	WTD		Full Power	
		CGM		50 Lakhs	
		GM		20 Lakhs	
		SM		5 Lakhs	

IMPREST CASH				
S. No	Nature of Power	To Delegated	Whom Delegation (INR)	Remarks
1	For sanction of Revolving fund to an Office for day-to- day expenses and petty payments including Postages telegrams and conveyance etc.	CGM	Full Powers	
		GM	50,000	
2	To countersign vouchers and make payment of petty bills except rent bills from revolving fund without pre audit. a) In respect of Telephone Trunk call bills, Railway Freight, Octroi. b) Other than items mentioned in (a) above (after confirming reasonability of rates)	GM	Full Powers	
		SM	5,000	
		Mgr. Dy. Mgr	3,000	
3	Drawal of and signing of cheques.	CGM (Finance)/GM (Finance) individually	2.5 Lakhs	
		Jointly signed by CGM and GM	10 Lakhs	
		Director - Finance	Full Powers	

COMMERCIAL					
S. No	Nature of Power	To Delegated	Whom	Delegation (INR)	Remarks
1	To sanction proposals for release of consumers from (HT/LT) agreements or modification to agreements entered into by them with Company for supply of power	Director Commercial	-	Full Powers	Full powers (opinion of the Finance wing of the company is to be recorded regarding financial implication)
2	To sanction power/addl. power in respect of all the prospective/existing EHT/ HT consumers	Director - Operations		Full Powers upto 33 KVA	
		CGM		Full powers upto 5000 KVA CD for voltage upto 33 KV only	
3	Matters related to recovery of arrears of energy charges (including surcharge thereon) in respect of HT/ EHT consumers.	Director-Commercial		Full Powers	
		CGM		From 5 lakhs to 10 Lakhs	
		GM		Up to 5 lakhs for HT consumers only	

The Power delegated to various officers will be enhanced every year in April on the basis of increase in price index ending March of the year in comparison to the previous year. The % age increase on the basis of increase in price index will be decided by Director (Finance).



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