

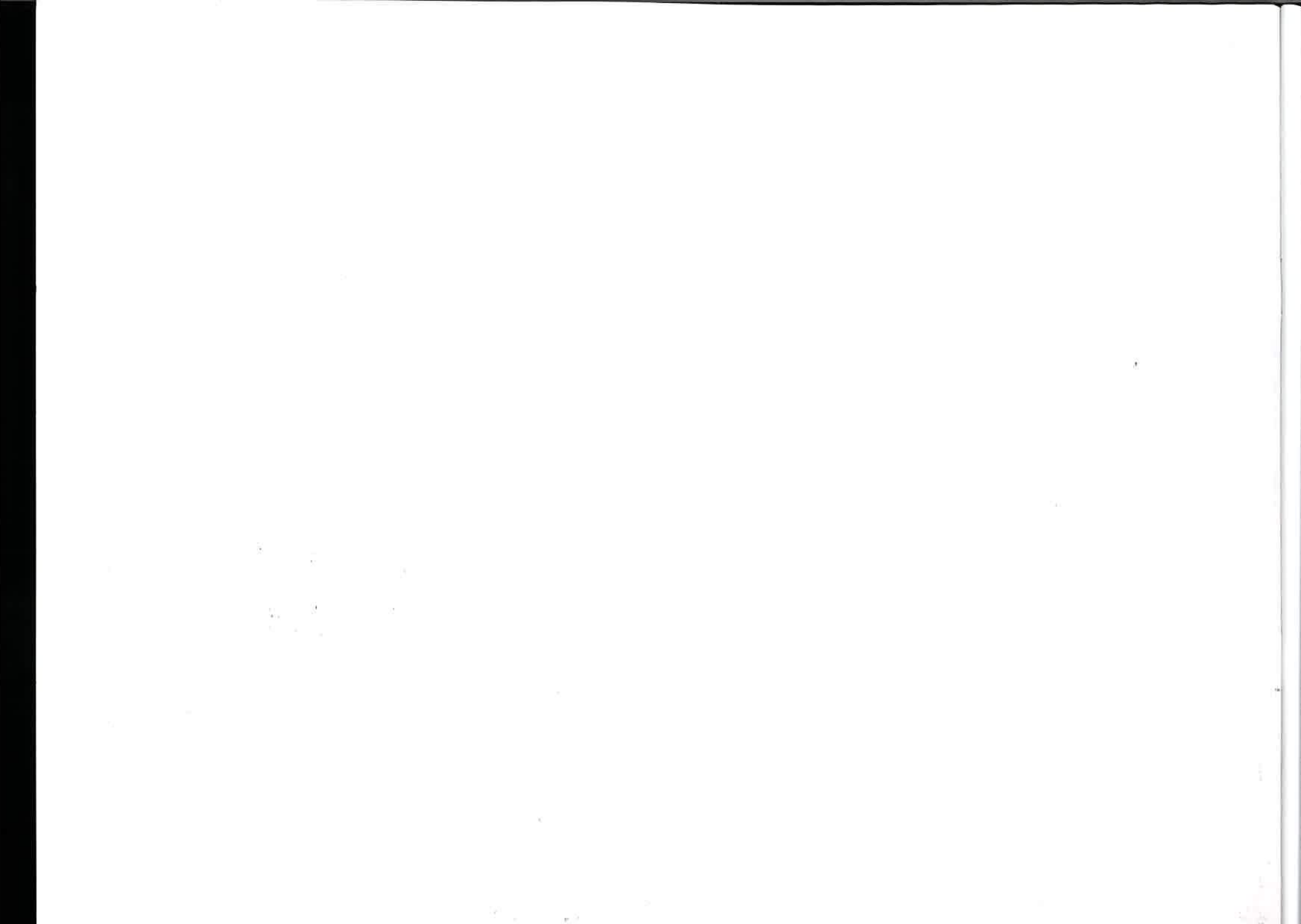
FOR INTERNAL CIRCULATION ONLY  
**DELEGATION OF POWER**

2019 EDITION



ISO 9001 : 2008  
Certified Company

**ODISHA HYDRO POWER CORPORATION LIMITED**  
(A Gold Rated State PSU)  
JANPATH, BHOINAGAR, BHUBANESWAR - 751022,  
[www.ohpcltd.com](http://www.ohpcltd.com)





**Vishal Kumar Dev, IAS**  
Chairman-cum-Managing Director

## ***FOREWORD***

Delegation of Power (DoP) is necessary to streamline the day-to-day functioning of the Corporation for ensuring the orderly and efficient conduct of the business including adherence to Corporation's policies, and effective & timely implementation of works and project of the corporation. DoP is an integral part of the decision making process of the Corporation keeping in view of the major thrust on the adequacy of the Internal financial controls as envisaged under the Companies Act, 2013.

The DoP of our Corporation was initially issued on July, 2001 and was further revised in May, 2012.

After the enactment of Companies Act, 2013, the changes in the economic statute, the requirements of OHPC and with expansion of business, it necessitated changes in the existing DoP so that optimal powers may be delegated to Executives of the Corporation in order to enable them to discharge their responsibilities more effectively and efficiently.

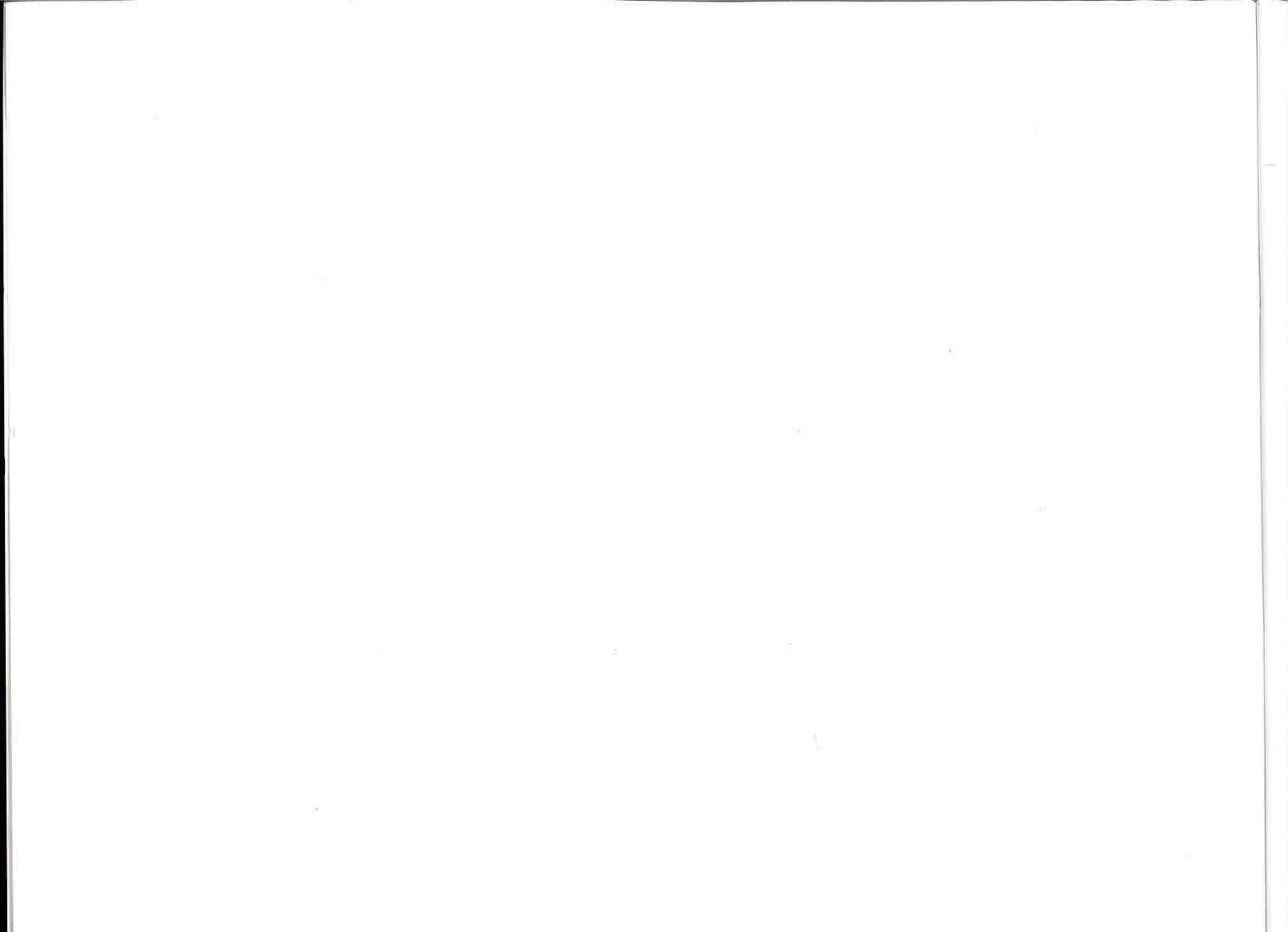
In this regard, it is my pleasure to present herewith the revised addition of **Delegation of Powers-2019** which has been approved by the Board of Directors of the Company in their 150th Meeting dtd.19.03.2019, prepared after threadbare discussion at the level of Functional Directors and the Audit Committee.

I hope that DoP-2019 would meet the expectations and requirement of the Corporation and will go a long way in ensuring quick and efficiency of decision making process of the Corporation.

The DoP -2019 comes into force with immediate effect.

Place : Bhubaneswar  
Date : 28.03.2019

**VISHAL KUMAR DEV, IAS**  
Chairman-cum-Managing Director





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

1. Exercise of the Delegation of Powers should be subject to observance of the provisions of the Companies Act, 2013 and rules framed thereunder and as amended from time to time. Memorandum and Articles of Association of the Corporation, relevant directives of the Government from time to time, Policies, Manuals, rules of the Corporation, approved Budget of the Corporation to be notified by Corporate Office and the Principles of Financial Propriety.
2. The power delegated to an executive can be exercised by his next higher authority. Where such power has been exercised due to the absence of lower Authority, in such case the higher authority who has approved the original award / contract shall also be deemed as the next higher Authority.
3. In emergent situations where in the opinion of the officer, an immediate decision is required on a matter not delegated to his level on account of the safety and / or to prevent damages and losses to assets of the Corporation and within the ambit of operational efficiency and necessity, then he can exercise the powers delegated not exceeding one level above him. He shall send a report to the concerned officer for obtaining ex-post-facto approval as early as possible but not exceeding 7 days. The power may only be exercised when the senior level officers cannot be contacted and their decision cannot be obtained. This will not be applicable to the Powers relating to the modification in terms of contract, payment to supplier / contractor / employees, award of contract (except work orders) or similar nature which can await the decision of the concerned officer.
4. The delegations given herein refer to the items not specifically covered by any specific rules of the Corporation.
5. The Financial Powers delegated are subject to Budget provisions. In case of exigency of work either beyond or in absence of budget provision, the financial power is delegated to Functional Directors / MD/Chairman/CMD.
6. Wherever financial limit has been prescribed, this shall mean up to and including that amount.
7. The financial limits specified for purchase / supply items are exclusive of taxes and duties etc.
8. The internal circulations should indicate the reference of financial views / concurrence and approval of the Competent Authority.
9. No authority shall exercise power to pass an order which will be directly or indirectly to his/her own advantages.
10. Cases which require payment / liability / remittance in Foreign exchange will require approval of CMD / Chairman / MD.

11. In case of materials / services requiring payment through foreign exchange administrative approval for release of foreign exchange as per the compliance of extant RBI regulations is to be obtained from the competent authority. Thereafter release of payment through foreign exchange shall be accorded by the authority having the delegated power for equivalent cost in Indian Rupee.
12. The power for administrative approval lies with the unit head at the units up to the extent of delegated power and with the CMD / Chairman / MD / Functional Directors at the corporate office as further mentioned in relevant clauses of DoP.
13. The delegated powers are to be utilized after observing statutory rules and guidelines and Govt. instructions issued from time to time, regarding the procedure only.
14. In case of the items covered under the Misc. sanctions under clause 'C' of Revised DoP, once administrative approval is accorded by the authority / next higher authority, as the case may be, the work procurement will be effected following section B-3.
15. The approving authorities may further sub-delegate the power of signing the contract / work order to the Sub-ordinate executives working under him.
16. This supersedes the earlier instructions issued in the relevant matters in DoP. The procedural part under the revised DoP remains as such except to the extent amended under the revised DoP.

## DELEGATION OF POWER

### ODISHA HYDRO POWER CORPORATION LIMITED

PERSONNEL /HR Matters						
SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	<b>CREATION OF NEW UNITS, OFFICES &amp; POSTS</b>					
1.1	Creation of new Units and offices of the Corporation	Full Power to Board				
1.2	Creation of new subordinate Offices of the Corporation	Full Power to Board				
1.3	Creation of posts of executives	Full Power to Board				
1.4	Creation of posts of non-executives	Full Power to Board				
2.	<b>ENGAGEMENT AGAINST DIFFERENT POSTS</b>					
2.1	<b>To make appointment in posts against Sanctioned Strength.</b>					
2.1.1	Non-Executives <i>including Teachers, Para Medical Staffs, Nurses in the Schools, Colleges &amp; Hospitals under the Control of OHPC</i>	Full Power	Full Power	Full Power Director(HRD)	Nil	Rule 1.4.12 of OHPC Non-Executive Service Rules.
2.1.2	Posting of executives on deputation to OHPC against sanctioned posts / deputation to other organisation	Full Power	Nil	Nil	Nil	
2.1.3	Engagement of non-executives on deputation to OHPC against sanctioned posts / deputation to other organisation	Full Power	Nil	Nil	Nil	
2.1.4	Contract Appointment of Executives and Non- Executives- <i>Doctors, Teachers, Para Medical Staffs, Nurses in the Schools, Colleges &amp; Hospitals under the Control of OHPC.</i>	Full Power with prior approval of Board	Full Power with prior approval of Board	Nil	Nil	

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
2.1.5	Regularisation of services of work charged, NMR / CK and other daily rated employees against vacancies.	Full Power with prior approval of Board	Full power with prior approval of Board	Nil	Nil	Subject to directives issued by GoO from time to time.
2.1.6	Appointment of Legal Retainer(s)	Full Power	Full Power	Nil	Nil	Through Director(HRD) on recommendation of Legal head.
2.2	Engagement of personnel through outsourcing	Full Power	Nil	Nil	Nil	
<b>3</b>	<b>PROMOTIONS</b>					
3.1	<b>To make promotion in the post(s) of executives against Sanctioned Strength</b>					To be followed observing the promotion Rules for Executives as per OHPC Officers' Service Regulation (OOSR) & relevant service rule under OOSR.
3.2	<b>To make promotion in the post(s) of Non-executives against Sanctioned Strength</b>	-	-	-	-	Rule 1.4.12 of OHPC Non-Executive Service Rules.
<b>4</b>	<b>Transfer &amp; Posting</b>					
<b>4.1</b>	<b>Executives</b>					
4.1.1	From one Unit to another Unit / Corporate Office and vice versa E-1 to E-6 Level	Full Power	Full Power on recommendation of respective Functional Directors	Nil	Nil	
4.1.2	E-7 to E-10	Full Power	Full Power with prior approval of Chairman	Nil	Nil	
4.1.3	Within the unit for all grades.	Full Power	Full Power	Full Power	Full Power	
<b>4.2</b>	<b>Non- Executives</b>					
4.2.1	From one Unit to another Unit / Corporate Office and vice versa.	Full Power	Full Power	Full Power DIR(HRD)	Nil	Rule 7.1 to 7.10.1 of OHPC Non-Executives Service Rules.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
4.2.2	Within the unit. Full Power	Full Power	Full Power	Full Power	Full Power	
5	<b>To permit Journey by Non-Entitled Executives/Non-Executives by Air or journey by Executives/Non-Executives in higher class than entitled</b>					
5.1	Journey by Air for executives	Full power	Full power	Nil	Nil	
5.2	Other than air journey	Full Power	Full Power	Full Power	Full Power	
6	To accord permission for delivering lectures /functioning as guest faculty/ member of selection committee etc. in other organisations and acceptance of fees/ honoraria thereof	Full Power	Full Power	Full power for executives up to E- 9 of the corporation & non-executives at C.O. on recommendations of the respective Functional Directors	Full power for non-executive employees under his control only in the local limit of 50 Kms.	
7	To permit the Executives /Non-Executives on training and Seminar or journey for any other purpose outside the State in the interest of the Corporation.	Full Power	Full Power	Full Power to Dir(HRD) up to E-7 on recommendation of Functional Directors	Nil	The unit heads of BHEP, UKHEP & UIHEP are authorised to permit the employees under their control up to VIZAG on medical grounds.
7.1	To permit the Executives / Non-Executives to perform journey outside the State for inspection of materials.	Full Power	Full Power	Full Power	Full Power	
8.1	To permit the Executive / Non-Executive on training inside the state.	Full Power	Full Power	Full Power to Dir(HRD) on recommendation of Functional Director	Full Power	
8.2	To permit the Executive / Non-Executive for any official purpose inside the state in the interest of Corporation work.	Full Power	Full Power	Full Power	Full Power	

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
9.1	To permit employees to undertake regular courses of studies and/or to appear in examinations/to attend classes outside office hours for the period of up to 3 years at a time without hampering official work.	Full Power	Full Power	Director (HRD) full power upto E- 7 on recommendation of Functional Directors.	Nil	
9.2	To permit employees to undertake courses of studies and/or to appear in examinations/to attend classes outside office hours for the period of up to 3 years at a time to pursue Correspondence Courses without hampering official work.	Full Power	Full Power	Director(HRD) full power on recommendation of Functional Directors/Unit Head.	Nil	
10	<b>Issuance of NOC for passport to employees</b>	Full Power	Full Power	Full Power for Director (HRD).	Nil	On recommendation of CVO.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>A.II</b>	<b>ADMINISTRATION</b>					
1	Acquisition/lease of Land alongwith properties	Full power	Nil	Nil	Nil	Subject to Project Approval.
2	Hiring of office buildings, Guest House, Transit Camp, Field Hostel and fixation of rent thereof.	Full power	Full Power on recommendation of the Committee of Directors	Nil	Nil	
3	Repairs & Maintenance of the above rented premises.	Full power	Rs.5.00 lakhs p.a. in each case	Rs.2.00 lakhs p. a. in each case	Rs.1.00 lakh p.a. in each case	
4	Sanction of new telephone / Fax and Mobile.					Sanction will be made following guidelines issued from time to time in this regard.
5	<b>Engagement of Consultants and Auditors &amp; approval of their fees</b>					To be followed observing laid down procedure and guidelines from time to time for hiring of services.
5.1	Engagement of Consultants.	Rs. 50 lakhs for each assignment	Rs.30 lakhs for each assignment on recommendation of Functional Directors.	Rs.15 lakhs for each assignment	Rs. 2 lakhs for each assignment	
5.2	Engagement of Stock and Tax Auditors.	Full Power on the recommendation of the Audit Committee	Nil	Nil	Nil	
5.3	Engagement of Cost Auditor, Internal Auditor, Secretarial Auditor	Full powers to Board on the recommendation of the Audit Committee				
5.4	Approval of fees of Auditors	Full powers to Board				

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
6	To sanction contingent and miscellaneous expenditure of non-routine nature where no specific delegation for incurring such expenditure is available to any other authority of the Corporation.	Rs.3 lakhs each case	Rs.2 lakhs each case	Rs.1 lakh each case subject to annual ceiling of Rs.5.00 lakhs	Rs.25000/- each case subject to annual ceiling of Rs.1.00 lakh	
7	To sanction expenditure for Annual Maintenance Contract of Photocopy machines, computers and its peripherals, room air conditioners, aqua guard, corporation website, water Cooler, etc.	Full Power.	Full Power	Up to Rs.2.0 lakhs for each category of service of equipment	Up to Rs.1.0 lakh for each category of service of equipment	Can be executed through limited tender up to 3 lakhs.
8	Expenditure for ceremonial occasions, local festivals, visit of dignitaries, except Independence Day, Republic Day and OHPC foundation Day for which separate orders will be issued.	Rs.5 lakhs per occasion subject to annual ceiling of Rs.25 lakhs	Rs.2 lakhs per occasion subject to annual ceiling of Rs.10 lakhs	Rs.50000/- per occasion subject to annual ceiling of Rs.3 lakhs	Rs.20,000/- per occasion subject to annual ceiling of Rs.1 lakh.	Orders are to be issued by HR wing in this regard.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>A.III</b>	<b>LEGAL :</b>					
1	Signing of any kind of Indemnity bond in the interest of the corporation	Full Power	Full Power	Full Power to Functional Directors in case of C.O	Full Power to Unit Head In case of Unit	
2	Authentication of documents, swearing of affidavit, signing of Vakalatnama and filing of counter affidavits, signing of plaint, written submission, writ petition, SLP etc. before any court of law including Labour Court Forum, Court of Regional provident Fund Commissioner/ OERC or any other quasi-judicial authority.	Full Power	Full Power	Full Power	Full Power	Incase of Corporate Office either by the Company Secretary or the functional Director or any Authorised Officer of the respective Functional Director. In case of units, the Unit Head or his authorised officer.
3	<b>Empanelment/Engagement of Advocate and Arbitrator</b>					
3.1	For Supreme Court, Arbitration, ATE, CEA, CERC, any Tribunal or any Quasi-Judicial Forum, Authority, Commission, Arbitrator etc. outside the State of Odisha.	Full Power	Full Power	Nil	Nil	Subject to recommendation of Legal Head through Functional Director.
3.2	For High Court / Odisha Administrative Tribunal (OAT) & SCDRC within the State of Odisha	Full Power	Full Power	Full Power to Functional Directors / Legal Head	Nil	
3.3	Lower Courts including quasi-judicial Authority, forum, Commission, Tribunal.	Full Power	Full Power	Full Power to Functional Directors / Legal Head	Full Power in case of units	Vested with Unit Head and Functional Directors only as per Statute.
4	Decision on the implementation of orders of Court etc. or to challenge in the Higher forum					
4.1	within the State	Full Power	Full Power	Full Power to Functional Directors	Nil	Subject to the recommendation of Legal Head.
4.2	In the Supreme Court / Other Courts outside the state.	Full Power	Full Power	Nil	Nil	Subject to the recommendation of Legal Head through respective Functional Director.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
5	<b>Approval of Fee Structures of Advocates</b>					
5.1	Finalization of fee structure including expenses of Advocate in all courts, Forum, Tribunal etc. including modification/ change in the structure.	Full Power	Full Power	Nil	Nil	On recommendation of Director (Finance), Director (HRD), Director (Operation) and Legal Head.
6	<b>Approval of Advocate payments (Other than Approved Fee structure).</b>					
6.1	Lower Courts including quasi-judicial body, forum.	Full Power	Full Power	Full Power	Full Power	-
6.2	High Courts/Supreme Court, CERC, OERC and Appellate Tribunal for Electricity etc.	Full Power	Full Power	Nil	Nil	On recommendation of Functional Director/ Legal Head.
7	Sanction of advance to the Advocates towards their fees (as per approved fee structure) and for meeting expenses of law suits to which the Corporation is a party.	Full Power	Full Power	Full Power to Functional Directors	Nil	On recommendation of Legal Head.
8	Fees for obtaining Legal/Expert opinion including perusal of records and conferencing.	Full Power	Full Power	Up to Rs.120,000/- per occasion subject to annual ceiling of Rs.6.00 lakhs.	Up to Rs.5,000/- per occasion subject to annual ceiling of Rs.30000/-.	Applicable only for other than empanelled advocates on recommendation of Legal Head wherever applicable.
9	Deposit of dues before the appropriate Courts / Authorities etc. to uphold the stay order granted in favour of OHPC.	Full Power	Full Power	Full Power	Nil	Subject to recommendation of Legal Head.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
<b>B.</b>	<b>Execution of Work, Procurement and Services etc. including service of transportation of materials, port clearance etc.</b>	<p>The amount stated in the DoP is per each estimate and it <i>excludes</i> GST.</p> <p>The powers delegated in the clause 2.1 to 2.5 are meant for Unit Heads at units and CMD/Chairman/MD/Functional Directors/Procurement Heads.</p> <p>The powers so delegated are meant for execution of civil, electrical and mechanical works etc. including services related to powerhouse, colony and office buildings and structures and shall include materials and services in relation to the same and not specified hereunder separately.</p> <p>The materials supplied under composite works and works on turnkey basis which covers both the material and service, shall be covered under the financial limit for Works.</p> <p>Power of the Lower Authority can be exercised by the higher authorities only in absence of the concerned authority. In case Higher Authority desires, he can review and advise.</p>						
SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM/GM AS UNIT HEAD	Unit Head	Reference to Rules/ Authority / Remarks	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1	<b>Administrative Approval for works and procurement</b>	<b>For every work, procurement and services it is necessary to obtain Administrative approval of competent authority. The proposal requiring administrative approval for the work, procurement and services need to be accompanied by a tentative estimate.</b>						
1.1	Capital works in existing Power Stations, Corporate office, Training Centre & OHPC Colony at Bhubaneswar and units.	Rs.30 crores	Rs.20 crores	Rs.10 crores	Rs.3 crores	Rs.1 crore		
1.2	Capital works for new Projects and Renovation and Modernisation (R&M U) of Power stations.	Rs.50 crores	Rs.30 crores	Rs.10 crores	Rs.3 crores	Rs.2 crores	In the matter of Renovation and Modernization (R&M) of Units, Guidelines issued vide O/O No. 3003 Dtd. 16th April'2015 shall be followed.	
1.3	Procurement of all types of stores / & spares & other materials not specified anywhere.	Rs.10 crores	Rs.5 crores	Rs.2 crores	Rs.1 crore	Rs.50 lakhs		
1.4	All works other than those specified above including repair & maintenance of Power house equipments & Machines & Infrastructure, colony , office etc.	Rs.40 crores	Rs.25 crores	Rs.5 crores	Rs.1 crore	Rs.50 lakhs		

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM/GM AS UNIT HEAD	Unit Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.5	Works related to Investigation of Projects and including project development expenses / PFR and DPR preparations, geological & Geotechnical works soil / Rock / Construction Material Testing and Approval for conducting Model studies and specialised tests/tests from external institutions for investigations / construction / O&M / Geo-Tech / R&D schemes & works, EIA / EMP studies.	Rs.5 crores	Rs.3 crores	Rs.2 crores	Rs.50 lakhs	Rs.25 lakhs	To be taken up after approval of the proposal for development of project by Board.
2	<b>Technical sanction of Estimates</b>	<b>After obtaining Administrative approval for every work, procurement and services a detailed estimate is to be prepared and sent to Finance wing for due vetting. After due vetting by Finance wing the technical Sanction of the estimates is to be approved by the competent authority either at C.O or units as the case may be.</b>					<b>The estimates is to be prepared based on the guidelines laid down in the Chapter-7 of OHPC Accounts Manual and In absence of Accounts Manual OPWD code. Accordingly the clause 8.7.0 of the existing Accounts Manual shall be read as per this DoP.</b>
2.1	Capital works in existing Power Stations, Corporate office, Training Centre & OHPC Colony at Bhubaneswar and units	Full Power	Full Power	Full Power	Rs.5 crores	Rs.3 crores	
2.2	Capital works for new Projects and Renovation and Modernisation of Power stations	Full Power	Full Power	Full Power	Rs.5 crores	Rs.2 crores	
2.3	Procurement of All types of stores / & spares & other materials not specified anywhere.	Full Power	Full Power	Rs.10 crores	Rs.2 crores	Rs.50 lakhs	
2.4	All works other than those specified above including repair & maintenance of Power house equipments & Machines & Infrastructure, colony, office etc.	Full Power	Full Power	Full Power	Rs.1 crore	Rs.50 lakhs	

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM/GM AS UNIT HEAD	Unit Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2.5	Investigation Projects including project development expenses / PFR and DPR preparations including geological & Geotechnical works soil/Rock/ Construction Material Testing and Approval for conducting Model studies and specialised tests/tests from external institutions for investigations / construction / O&M/Geo-Tech / R&D schemes & works, EIA / EMP studies.	Full Power	Full Power	Full Power	Rs.50 lakhs	Rs.25 lakhs	
3	<b>Invitation, Acceptance &amp; Award of Tender</b>	<p>Tenders are to be invited by centralised contract and procurement wing / Design branch at Corporate Office and at Power Stations. All open tenders are to be uploaded in OHPC website irrespective of value of tender. The powers so delegated is meant for civil, electrical and mechanical type works including services related to powerhouse, colony and office buildings and structures and other services</p> <p>i) Open tenders are those for which enquiries are issued as per the OPWD code till guidelines are laid down by OHPC:</p> <p>a) Through press advertisement in international journals/national newspapers for the invitation of International Competitive Bids / Through press advertisement in local and national level newspapers for Local Competitive Bidding (LCB) following Govt. Guidelines.</p> <p>b) All open tenders shall be posted on website of OHPC irrespective of the value of tender.</p> <p>c) Offers through RFP/EOI.</p> <p>ii) In case of single tender / No tender received during invitation of tender for the first time, the tender shall be cancelled and retendering has to be made. This is not applicable for bringing back the breakdown machines into operation, to be approved by the unit head. In case of no response in the second instance of tendering, the work can be taken up through Limited Tender/SQCN/Spot Purchase as per limit. However in case of receipt of single offer in subsequent tender/Advertisement, approval of the next higher authority shall be obtained before opening of the Bid.</p> <p>iii) In case valid offers (on each stage of tender evaluation) received are one, then it is to be approved by the next higher authority before opening of bids as well as final approval.</p> <p>iv) The above conditions at (ii) &amp; (iii) are also applicable for SQCN.</p> <p>v) Limited tender enquiries are those which are required due to urgency or for specialised jobs and issued preferably to not less than five firms (3 firms in case of break down maintenance) whose names have been registered or maintained in a list or based on past experience or current offers or from the lists maintained in the State Govt. /Central Govt. /PSUs or authorised dealer of OEM.</p>					

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM/GM AS UNIT HEAD	Unit Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		vi) Delegated power for the above are to be utilised by the authorities in the level of unit head in the Units & Directors/C & P Head in the CO only if minimum 3 quotations are received. If valid offers received are less than three then the fact is to be brought to the notice of the next higher authority before opening of bids and also approval of the next higher authority is required before placing order.					
		1. All tenders shall be evaluated by a duly constituted Tender Contract Committee (TCC) before placing order as detailed here under:-					
		<b>Unit Level</b>					
			<b>TCC-I</b>		<b>TCC-II</b>		
	Member Tech. wing		(i) Manager and above.		(i) Deputy Manager & above.		
	Member user wing		(ii) Head .of user division/User wing.		(ii) Assistant Manager & above.		
	Member Finance		(iii) Finance Head.		(iii) Assistant Manager & above.		
	Financial limit		Power delegated to the Unit Head.		Power delegated to the Procurement head & above as per DoP.		
	Approving Authority		Unit Head		Procurement head		
		<b>The TCC both at C O as well in the units should be convened by the C &amp; P wing or the user wing as the case may be</b>					
		<b>Corporate Office</b>					
			<b>TCC-I</b>		<b>TCC-II</b>		<b>TCC-III</b>
	Member User wing		(i) Director (Operation)		(i) AGM & above.		(i) Deputy Manager & above.
	Member		(ii) Independent Director and / or				
	Member Technical		(iii) Expert in the field		(ii) AGM & above.		(ii) Deputy Manager & above.
	Member		(iv) Director (HRD)				
	Member (Finance)		(v) Director (Finance)		(iii) AGM & above.		(iii) Deputy Manager & above
	Legal Member		(vi) Company Secretary				
	Financial limit		Financial limit of CMD/MD and above as per DoP		Power delegated to the Functional Director as per DoP		Power delegated to the Procurement Head as per DoP
	Approving Authority		CMD/Managing Director & above for the amounts as mentioned in DoP		Financial limit of Functional Director and above for the amounts as mentioned in the DoP		Procurement Head and above for the amounts as mentioned in the DoP

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM/GM AS UNIT HEAD	Unit Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
							<p>2. The TCC recommendations are to be accepted by the competent Authority as defined below under items SI. No 3.1 to 3.6 of the DoP. However, on case to case basis depending on the requirement legal vetting may be done by legal expert before approval.</p> <p>3. The appropriate TCC as stated above shall be the TCC (I or II or III) basing on the financial limit of the relevant approving authority for the amount of work / supply being executed, as specified in the DoP at 3.</p> <p>4. The member nomination to the TCC shall be done by the unit head at the Unit level and the Functional Directors/ CMD/MD at the Corporate Office.</p> <p>5. Without prior approval of CMD/MD, no work shall be awarded to Engineer Contractors who are not participating and competing in the tendering process.</p> <p>6. In all cases of works, services / items of procurements different modes of tendering as per practice in vogue are to be followed.</p> <p>7. However Short quotation Call Notice (SQCN) method of tendering can be followed in case of emergency breakdown of Power House equipments including, restoration work due to disaster /emergency road &amp; gate repair only where the estimated value of works, service / items of procurements does not exceed Rs.5 lakh where Finance Concurrence is not required. This power is not to be utilised for regular stores and consumable items.</p> <p>8. All wing heads at unit/CO shall concur the SQCN proposal.However,the authority of decision of going for SQCN lies with the unit head for the unit. Finance Concurrence need to be taken for all SQCNs other than for SI 7 above.</p> <p>9. Advance payment to Central/State PSU's in case of OEM up to 100% without bank guarantee may be allowed on case to case basis on agreed terms in cases where no tenders are invited because of proprietary nature of works on the recommendation of the appropriate TCC . Liquidated damages for delay in execution of works solely attributable to the OEM where advance payment has been released without bank guarantee shall be considered on case to case basis with the approval of the next higher authority on the recommendation of the appropriate TCC.</p>

**3.1 Capital works:Approval for calling of tenders/Approval of tenders and/or issue of award of works after approval of cost estimate and due approval of competent authority for calling tender.**

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM AS UNIT HEAD/ C & P Head	Unit Head / C & P Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3.1.1	Open Tender	Rs.40 crores	Rs.20 crores	Rs.10 crores	Rs.4 crores	Rs.2 crores	-
3.1.2	Limited Tender	Rs.5 crores	Rs. 3 crores	Rs.2 crores	Rs.1 crore	Rs.75 lakhs	-
3.1.3	Execution of deposit works through Government agencies/ Autonomous bodies controlled by Government, Public sector undertakings	Rs.10 crores	Rs.5 crores	Rs.2 crores	Rs.1 crore	Rs.75 lakhs	This power is to be exercised after considering all factors like urgency, specialised job, and subject to existence of budgetary provision.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM AS UNIT HEAD / C & P Head	Unit Head / C & P Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		The materials related to the generating units/equipments will be purchased directly from the authorised dealers /Channel partner on obtaining manufacturer's price list and authorisation certificate. Purchase of other urgent materials within the financial limit of the spot purchase shall be made after collecting 3 (three) quotations wherever possible in absence of authorised dealers.					
3.4.3	Spot work orders ( For carrying out repair work)	Rs.5 lakhs	Rs.2 lakhs	Rs.1 lakh for COD	Rs.75000/-	Rs.75000/-	Power is to be utilised only in case of exigency and to be executed on approved schedule rates for civil works and for electrical and mechanical works based on previous work order / experience or on quotation basis from the authorised dealer on the basis of price list and negotiation thereof..  For all purchases exceeding Rs.30,000/- a committee comprising finance member, user member and member from the contract and procurement wing, is to be formed for spot work order.
3.5	Works/Purchases from the OEM / manufacturers/ Govt. Deptt./PSUs	Rs.5 crores	Rs.2 crores	Rs.1 crore	Rs.50 lakhs	Rs.50 lakhs	Certificate about requirement of a particular brand/product has to be furnished by the user/indenter. Besides,the conditions under clause 3.1.3 also apply.
3.6	Purchases under EPM rate contracts / GEM-having valid rate contracts as manufacturers/ authorised dealers for items under procurement	Rs.2 crores	Rs.1 crore	Rs.50 lakhs	Rs.25 lakhs	Rs.25 lakhs	-

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4	Repeat Order (Procurement of Goods and Services)	This power is to be exercised by the unit head/C & P wing and above at CO observing the following guidelines: <ul style="list-style-type: none"> <li>- This will be applicable for procurement of Goods and Services only.</li> <li>- The repeat order should be placed within a period of six months of completion of the original order.</li> <li>- The order can be repeated for maximum two times satisfying the other conditions and limits mentioned here under.</li> <li>- The reason of not adhering to tendering process but to opt for placing repeat order is to be recorded along with justification by user wing.</li> </ul>					Order to be placed after due recommendation of the TCC.
4.1	Order Placed by the same unit	Upto 100% of original quantity approved by self or lower authority	Upto 100% of original quantity approved by self or lower authority	Upto 100% of original quantity approved by self or lower authority	Upto 50% of original quantity approved by self or lower authority	Upto 50% of original quantity approved by self or Lower authority.	For purchase beyond 50% up to 100% approval of C.O is required for purchase of materials at units.
4.2	Order Placed by other unit including C.O	Full Power	Upto 100% of original quantity ordered	Upto 100% of original quantity ordered	Upto 50% of original quantity ordered	Upto 50% of original quantity ordered	Repeat order can be placed by unit head only on the basis of order placed by any other unit or corporate office under intimation to C.O.
5.	<b>Variation during post award execution works/supply in respect of Contracts</b>						<b>All cases of variance both positive &amp; negative should be placed to the appropriate TCC.</b>
5.1	For quantity variations due to site conditions, change in scope, design etc including extra/substituted items not requiring rate revision as per the contract.	Upto 20% of contract value (including approval accorded by lower Authority) on recommendation	Upto 15% of contract value (including approval accorded by lower Authority) on recommendation	Upto 10% of contract value (including approval accorded by lower Authority) on recommendation	Upto 10% of contract value on recommendation of TCC	Upto 10% of contract value on recommendation of TCC	The variation shall be approved by the approving authority upto 25% of the quantity variation for individual items. Quantity variation exceeding 25 % for individual items, will be

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM AS UNIT HEAD / C & P Head	Unit Head / C & P Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		of Functional Director	of Functional Director	of the Unit Head for units and contract procurement head for C.O with recommendation of TCC			approved by the next higher authority. However incase of change in design,scope the same shall also be approved by the authority competent to accord administrative approval forthwith. However for individual variations exceeding 25% CMD/MD is empowered to approve upto a ceiling of Rs.50000/- .
5.2	For quantity variations due to site conditions requiring rate revision as per the contract including extra/ substituted items not appearing in the accepted schedule of quantities	Upto 15 % of contract value (including approval accorded by lower Authority) on recommendation of Functional Director	Upto 10% of contract value(including approval accorded by lower Authority) on recommendation of Functional Director	Upto 5% of contract value (including approval accorded by lower Authority) with recommendation of TCC.	Upto 2% of contract value with recommendation of TCC	Upto 2% of contract value with recommendation of TCC	The variation shall be approved by the approving authority upto 25% of the quantity variation for individual items. Quantity variation exceeding 25% for individual items, will be approved by the next higher authority. However incase of change in design,scope the same shall also be approved by the authority competent to accord administrative approval forthwith. However for individual variations exceeding 25% CMD/MD is empowered to approve upto a ceiling of Rs.50000/- .

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR,	FUNCTIONAL DIRECTOR	CGM/SGM AS UNIT HEAD/ C & P Head	Unit Head / C & P Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
5.3	For supply and installation contracts where quantity variations are not envisaged	Upto 10% of contract value (including approval accorded by lower (Authority) on recommendation of Functional Director	Upto 7% of contract value (including approval accorded by lower (Authority) on recommendation of Functional Director	Upto 5% of contract value (including approval accorded by lower Authority) on recommendation of the Unit Head for units and contract procurement head of C.O	Upto 3% of contract value	Upto 2% of contract value	The variation shall be approved by the authority competent to accord administrative approval including the variation amount.
5.4	Variation due to statutory reasons like PF rates/ESI /Taxes & Duties rates, wage revision etc.	Full power	Full power	Full power	Full power	Full power	Full power shall mean the power vested with respective competent authority to accord approval for the total amount including such revision.
5.5	For Turnkey contracts where overall contingency limit is specified covering quantity variation without rate revision and extra & substituted items.	Full powers upto overall contingency limit of the contract	Full powers upto overall contingency limit of the contract	Full powers upto overall contingency limit of the contract	Full powers upto 50% of contingency limit of the contract	Full powers upto 25% of contingency limit of the contract	The variation shall be approved by the authority competent to accord administrative approval.
5.6	Extension of period of Annual maintenance contracts of various types of equipment	Full powers upto 3 times of the contract period approved by self or lower authority on recommendation of Functional Director	Full powers upto 1.50 times of the contract period approved by self or lower authority on recommendation of Functional Director	Full powers upto 1.00 times of the contract period approved by self or lower authority on recommendation of the Unit Head for units and contract procurement head of C.O	Full powers upto 0.50 times of the contract period approved by self or lower authority	Full powers upto 0.50 times of the contract period approved by self or lower authority	This power is to be exercised on certification of the reason for extending the contract and not going for tendering which should be recorded.

Sl No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM AS UNIT HEAD/ C & P Head	Unit Head / C & P Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
6.	<b>Extension in completion period and levying of Liquidated damages</b>						
6.1	Extension in completion period in respect of works and supplies Without levy of LD as provided in the contract and without any additional financial liability to OHPC.	Upto 2 times of the original period of the orders approved by the lower authority and upto 1 times for the orders approved by self	Upto 1.5 times of the original period of the orders approved by the lower authority and upto 1 times for the orders approved by self	Upto 1 times of the original period of the orders approved by the lower authority and upto 1 times for the orders approved by self	Upto 1 times of the original period of the orders approved by the lower authority and upto 0.5 times for the orders approved by self	Upto 1 times of the original period of the orders approved by the lower authority and upto 0.5 times for the orders approved by self	Reason to be recorded by the procurement/user wing duly routed through the TCC .This clause shall not be applicable for works awarded under clauses 3.2.3 and 3.4 above
6.2	Extension in completion period in respect of works and supplies with levy of LD as provided in the contract and without any additional financial liability to OHPC.	Full power for the contracts approved by the lower authority and self.	Full power for the contracts approved by the lower authority and self.	Full power for the contracts approved by the lower authority and upto 100 % for the orders placed by self.	Upto 100% of the original period for the orders placed by the lower authority and upto 100 % for the orders placed by self.	Upto 100% of the original period for the orders placed by the lower authority and upto 100% for the orders placed by self.	Reason to be recorded by the procurement/ user wing.
7	<b>Modification,Foreclosure, Rejection of Tenders/termination of tendering process.</b>						
7.1	Modification in the Terms of Tenders including Specifications etc before the opening of tender having no financial implication.	Full powers	Full powers	Full powers	Full powers	Full powers	The power shall mean the financial limit of the administrative authorities.
7.2	Addition to /substitution of existing approved manufacturers/ sub-contractors/ vendors in the contract.	Full powers	Full powers	Full powers	Nil	Nil	The power shall mean the financial limit of the administrative authorities.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM AS UNIT HEAD/ C & P Head	Unit Head/ C & P Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
7.3	Termination/foreclosure of contract	Full powers	Full powers	Full powers	Full powers	Full powers	This power is to be exercised only by the tender approving authority on recommendation by the appropriate TCC/ Committee if any constituted for the purpose which is to be recorded.
8	<b>Bank Guarantee</b>						
8.1	Approval for acceptance of Bank Guarantees	Full powers	Full powers	Full powers	Full powers	Full powers	The Bank Guarantees submitted by the Bidders/Contractors will be accepted by the Officer -in-Charge if already nominated. Till Officer-in-charge is nominated, the Bank Guarantees will be accepted by the officer authorised to sign the contract. Any deviation to the BG is to be vetted by Finance/Legal wing, in case it is not in the approved format. The signature in the BG document may be verified through the local branch.
8.2	Approval for the encashment of Bank Guarantee.	Full powers	Full powers	Full powers	Full powers	Full powers	Officer-in-charge as authorised/ to be authorised by the tender accepting authority

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
9	<b>Indent</b>						
9.1	Approval of indent for procurement of stores /stock item by materials /stores department.	Full powers	Full powers	Full powers	Full powers	Full powers	<p>This indent is to be prepared by the Store Department indicating the requirement of item, specifying the period of use, balance in hand, lead time for procurement, and requirement for quarter and proposed requirement.</p> <p>- This indent is to be raised by the Store Keeper, Countersigned by the J.M./A.M/Dy.Mgr, Recommended by the Manager/AGM, Approved by the Unit Head / Technical Head, which will be submitted to the C &amp; P Unit along with the details of last purchase for procurement action.</p>
9.2	Approval of indent for issue of materials from stores.	Full powers	Full powers	Full powers	Full powers	Full powers	<p>The indent for issue of material is to be raised by the J.M. /AM of the user division.</p> <p>- Indent is to be countersigned by the Dy.Mgr / Manager &amp; to be approved by the Technical Head.</p> <p>- The approved indent is to be submitted to the stores for issue of materials.</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
10	<b>Empanelment of vendors for Stores/spares etc.</b>						
10.1	Approval to issue advertisement and Identification and selection of vendors based on response to advertisement.	Full powers	Full powers	Full powers	Full powers	Full powers	This power is to be exercised only by the unit head and above. The enquiry selection, negotiations and placement of final order etc. shall be in accordance with the approved policy/ guidelines that may be issued from time to time.
11	Waiver of pre dispatch inspection/testing of plants/Equipments at Manufacturer's works (on shore/off shore) as incorporated in the contract/detailed quality assurance plan.	Full powers	Full powers	Full powers	Nil	Nil	
12	Mode of Payments-Opening of Letter of credits (L.C.)	Full powers	Full powers	Rs.2 crs for Dir(F)	Nil	Nil	LCs are to be opened and operated at C.O in accordance with the provisions of the contracts on prior approval of competent authority with concurrence of Director (F).
13	Payment of Custom Duties.	Full powers	Full powers	Full Power for Director(Finance)	Full powers	Full powers	Unit Heads are authorized to make payments of customs duties as per the provisions of the contract. Unit Heads have to ensure that the benefits of concessional duty, if any, as per the

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
							<p>provisions of Customs Tariff are availed by taking timely action at the time of placing purchase order and compliance of the required regulations under custom tariff / Project imports. For payment of Customs Duty, the concerned Unit Head is to appoint the clearing agent, if the clearing is to OHPC's account.</p> <p>The Unit Head is to ensure that the rate of the Customs Duty charged whether concessional or not is verified by the clearing agent citing provisions of the rules before making payment.</p>
14	Insurance of power house and related equipments and structures.	Full powers	Full powers	Full Power to Director (Finance)			<p>The approval is subject to the policies and guidelines issued by OHPC from time to time. Finance Wing shall take initiative for the purpose at Co/Units. It is to be carried out by the Corporate Office observing Open Tender either directly or through Brokers / Consultant.</p> <p>- The unit has to provide the asset statement 03</p>

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	CGM/SGM AS UNIT HEAD / C & P Head	Unit Head / C & P Head	Reference to Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
							(three) months before the completion of the Insurance period along with claim status.  - On the basis of tender, the CO will pay the premium to the Insurance Company and intimate the unit accordingly.
15	Extension of period of Annual maintenance contract/Service Contracts.	Full powers upto 1 ½ times of the contract period approved by self or lower authority on recommendation of Functional Director.	Full powers upto 1 times of the contract period approved by self or lower authority.	Full powers upto ½ times of the contract period approved by self or lower authority and upto 1 time by COD.	Full powers upto ¼ times of the contract period approved by self or lower authority.	Full powers upto ¼ times of the contract period approved by self or lower authority.	The approval is to be accorded on recommendation of appropriate TCC. In absence of valid contract for Diving services, a unit may take reference of existing work order of other units for placing the order. The conditions applicable for repeat order vide cl. No.4 of B 3 also applies.

## REVISED DOP

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>C.1.</b>	<b>MISC. SANCTIONS:</b>					
	Powers specified hereunder means administrative powers only to be exercised by the unit heads for the concerned units subject to sanctioned budget provision certification and financial concurrence/vetting. However in case of C.O. administrative sanction shall be accorded by the Functional Directors/ Managing Director/CMD for the expenses specified hereunder except for items of expenditure under SI.No. 9, 10, 11, 13 & 16. Administrative approval and Finance concurrence/vetting shall be obtained as per Accounts Manual. Records are to be maintained by the respective wing at corporate office for all such items for which wing wise per annum financial limit has been fixed. For the items covered under this section once administrative approval is accorded processing is to be done for execution following guidelines under B.3.					
1	Hiring of Security and other services including recruitment services not specifically mentioned hereunder	Rs. 5 crs p.a per unit .	Rs. 3 crs p.a per unit.	Rs. 2 crs p.a per unit for (Director (HRD))	1 cr p.a.	The respective HR wing will be the initiator.
2	Hiring of machinery and other equipments	Rs.10 lakhs p.a	Rs.5.00 lakhs p.a	Rs.1.00 lakh p.a for Director (O)	Rs.50000 p.a.	
3	Hiring of vehicles beyond the normal vehicles for use in any office of the corporation on occasion basis	Full Power	Full Power	Rs 2 lakhs p.a.	Rs 1 lakh p.a.	The power is in addition to the no of vehicles already sanctioned on hire. For the hire of vehicles on regular basis approval is to be accorded by CMD/Chairman/ MD on recommendation of Functional Directors.
4	Purchase of Furniture, Fixtures, Kitchen appliances and other office equipments not specified hereunder.	Full Power	Full Power	Upto Rs.5 lakhs per annum	Upto Rs.3 lakhs per annum	To be executed by observing Spot Purchase up to the spot purchase limit
5	Sanction of expenditure on repair of office vehicles.					As per Circular No.7021 dtd.09-07-2018,
5.1	Sanction of expenditure on major repair of office vehicles.	Full Power	Full Power	Upto Rs.70,000/- in each case.	Upto Rs.50,000/- in each case.	Subject to recommendation of appropriate Committee. In case of repairs through authorised Sale-Cum-Service Centre of the Original Equipment Manufacturer (OEM), after collection of estimate for such repair
5.2	Sanction of expenditure on repair of office vehicles.	Full Power	Full Power	Upto Rs.30,000/- in each case.	Upto Rs.30,000/- in each case.	The repair shall be carried out only at the authorised Service Centre through temporary advance or on Manufacturer (OEM), after collection of estimate for such repair

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
6	Purchase of Photo copier Machine, Computers peripherals like printer, scanner, external hard disc, pen drives etc.	Full Power	Full Power	Full Power against replacement & upgradation recommended by TCC / survey report Committee and Rs. 2 lakhs p.a. in case of new purchase per each item of the specification	Full Power against replacement & upgradation recommended by TCC / survey report Committee and Rs.1 lakh p.a. in case of new purchase per each item of the specification	To be executed by observing codal procedure, Spot Purchase up to the spot purchase limit.
7	To sanction expenditure for Annual Maintenance Contract of photocopy machines, computers and its peripherals, room air conditioners, aqua guard , corporation website, water Cooler, etc.	Full Power	Full Power	Upto Rs. 2.0 lakhs for each category of service of equipment	Upto Rs.1.5 lakhs for each category of service of equipment	Can be executed through limited tender upto Rs.3 lakhs.
8	Purchase of Air-Conditioner	Full Power	Full Power	Rs. 3 lakhs against replacement & upgradation .	Rs.1 lakh against replacement & upgradation	Shall be allowed with buyback provision.
9	Purchase of Computers/Laptop, Mobile & other electronic equipment/ materials.	Full Power	Full Power	Upto Rs. 5 lakhs for Directors & upto Rs.20 lakhs to CoD	Rs. 1 lakh against replacement & upgradation recommended by TCC / survey report Committee	May be purchased through spot purchase. Shall be allowed with buyback provision.
10	Software	Full Power	Full Power	Full power for CoD	Rs.50000	
11	Purchase of Vehicles	Full Power for replacement	Full Power for replacement	Full Power for CoD against replacement	NIL	

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
12	Purchase of Books & Library	Full Power	Full Power	Rs. 2 lakhs p.a	Rs. 1 lakh p.a	All the books are to be entered in the library register. May be procured through Temporary advance.
13	Purchase of Technical & other Journals, Periodicals, standards, etc.	Full Power	Full Power	Rs.1.5 lakhs p.a	Rs. 1 lakh p.a	All the books are to be entered in the library register. May be procured through Temporary advance.
14	Purchase of Newspapers and Magazines for office /guest house/Erector hostels	Full Power	Rs.36000 p.a	Rs.24000 p.a	Rs.24000 p.a	
15	Meeting and Misc. Expenses	Full Power	Full Power	Rs. 5 lakhs p.a	Rs. 1 lakh p.a for unit head and Rs.15000 for other officers in the rank of DGM & above at Units / Corporate Office	Respective wing is to maintain the control Register. May be met through Temporary advance.
16	Employees, Welfare, Picnic, Drama, Sports, Puja, Annual Day, Independence Day and Republic Day.	Full Power	Full Power	Full Power For Director (HRD)	Full Power	This power is vested with the unit head. Subject to budget provision.
17	Payment towards Court fees & expenses, Stamp Paper, filling fees & expenses relating to MCA/ ROC, Statutory levies.	Full Power	Full Power	Full Power	Full Power	Company Secretary has the authority to approve fees & expenses on actual basis for filing documents with MCA/ROC.
18	Office Stationery & Printings.	Full Power	Full Power	Full Power For Director (HRD)	Full Power	To be executed by observing codal procedure.
19	Liveries, Uniforms, Safety items.	Full Power	Full Power	Full Power For Director (HRD)	Full Power	To be executed by observing codal procedure.
20	Publication of Tender notice / Quotation / advertisement / notice.	Full Power	Full Power	Full Power	Full Power	As per policy guidelines/ OPWD Code.
21	Sponsoring events / Souvenir etc.	maximum of Rs.1500000 p.a	maximum of Rs.1000000 p.a	Upto Rs.10000/- per case subject to a maximum of Rs. 200000 p.a, Up to Rs.50000/- per case by COD	Rs.50000/- p.a Subject to Rs.5000/- maximum for each case.	

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
22	<b>Sanction of demurrage/Interest</b>					
22.1	Sanction for payment of demurrage/wharfage to Railways/Sea port/Air authorities or Road Carriers	Rs.50000 in each case subject to a maximum of Rs.1000000 p.a.	Rs.50000 in each case subject to a maximum of Rs.500000 p.a.	Rs.30000 in each case subject to a maximum of Rs.3 lakhs p.a.	Rs.5000 in each case subject to a maximum of Rs. 50000 p.a.	Power to write off demurrage/wharfage charges recoverable from the contractors shall be excercised by Unit head. Respective approving authority will maintain proper record.
22.2	Sanction for payment of interest etc to Govt. authorities	Full Power	Full Power	Rs.20000 in each case subject to Rs.1 lakh p.a.	NIL	
23	Insurance of all vehicles covered under Indian Motor vehicle Act.	Full Power	Full Power	Full Power	Full Power	
24	Audit Expenses	Full Power	Full Power	Full Power	Full Power	
25	All types of Administration and General expenses of relevant nature unless otherwise stated in the delegation of Powers.	Up to Rs. 5 lakhs p.a	Upto Rs. 2 lakhs p.a.	Upto Rs.1 lakh p.a.	Upto Rs.50000/- p.a.	
26	Repair & Maintenance & AMC other than Power House related items	Full power	Full power	Rs.5 lakhs p.a	Rs.2 lakhs p.a	Subject to budget provision
27	Misc. Spot purchases	Full power	Full power	Upto Rs.100000 p.a.	Upto Rs.75,000/- p.a.	For all purchases exceeding Rs. 30,000/- a committee comprising of finance member, user member and member from the contract and procurement wing is to be formed for spot purchase.
	<b>Procedure for Spot Purchase:</b> 1. Prior to purchase, approval of the finance wing is to be obtained. 2. Purchase is to be made after collecting quotation from at least three no of firms/agencies/dealers. 3. In case quotation received is less than three , concurrence of next higher authority is to be obtained. 4. Payment is to be made only in the form of demand draft/cheque for amount exceeding Rs. 10000/-.					
28	Fees and subscription	Full power	Full power	Rs.1 lakh p.a	Rs.15,000/- p.a	This means and includes official subscription to different clubs, magazines, membership of diffierent organisation.

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
29	<b>Seminar and Training</b>					
29.1	Expenses for conducting in house training and seminar including involvement of outside resources.	Full power	Full power	Rs.15 lakhs for Director (HRD) including the recommendation of other functional Directors.	Rs. 3 lakhs	Annual training schedule shall be prepared in line with the approved budget. The amount earmarked for Dir(HRD) and Unit heads is for other than scheduled trainings subject to approved budget.
29.2	Fees towards training and seminar inside the state	Full power	Full power	Upto Rs. 3 lakhs p.a.	Upto Rs.50,000 p.a.	Respective wing is to maintain the control Register and the programme details is to be sent to Training Center for record purpose.
29.3	Fees towards training and seminar outside the State	Full power	Full power	Upto Rs.3 lakhs p.a.	Upto Rs.50,000 p.a.	
30	Consultancy services not covered in any of the provisions of DoP	Rs.50 lakhs	Rs.25 lakhs	Rs.5 lakhs	Rs.1 lakh	
<b>C II</b>	<b>Sanction for disposal of surplus/ unserviceable/ obsolete items, equipments and spares.</b>					
1	Disposal including administrative approval of:					
1.1	i) Vehicles in each case	Full power	Full power	Full Power upto heavy transport vehicles	Full Power upto LCV and SUVs	Survey report guidelines if laid down or else OPWD code shall be followed.
1.2	ii) Scrap of equipment and scrap including old & used spares of equipments & vehicles.	Upto depreciated value of Rs. 1 lakh each item upto a maximum of Rs.10.00 lakhs p.a. per case / for the said item.	Upto depreciated value of Rs. 1 lakh each item upto a maximum of Rs. 5.00 lakhs p.a. per case / for the said item.	Upto depreciated value of Rs.50000 each item upto a maximum of Rs. 2.00 lakhs p.a. per case / for the said item.	Upto depreciated value of Rs.25000 each item upto a maximum of Rs.1.00 lakh p.a. per case / for the said item.	Survey report guidelines if laid down or else OPWD code shall be followed.
1.3	Disposal of scrap,obsolete & Misc. items.	Full Power to the Board				

SI No	Nature of Power	CMD/ CHAIRMAN	MANAGING DIRECTOR	FUNCTIONAL DIRECTOR	Unit Head	Reference To Rules/ Authority / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	<p>NOTE: Survey report for write off sanctions of unserviceable stores, office equipments, furnitures, and plant &amp; machinery, and also for condemnation of vehicles shall be sanctioned only after the upset price fixed by a Committee comprising of Unit/ Corporate Office by the:-</p> <p>(a) Unit Head on the recommendations of the Unit level Committee comprising following members:</p> <ol style="list-style-type: none"> <li>1. Technical Wing Head</li> <li>2. Manager - User Wing</li> <li>3. Finance Wing Head</li> </ol> <p>(b) Functional Director on the recommendation of the Unit level Committee and the unit head.</p> <p>(c) CMD/Chairman/MD and the Board on the recommendation of a Committee comprising of the following members.</p> <p>Director (Finance) - Chairman            Director (Operation) / Director (HRD) - Member            CGM(EL)/SGM(EL), CO - Member            AGM(EL)/DGM(EL)/GM(EL),CO - Convener.</p> <p>The Survey report Committee of OHPC Corporate Office is constituted with the following members. The Committee shall examine the records &amp; clear the proposal. Further the said Committee shall fix up/ recommend the upset price of condemned item of Corporate Office.</p> <p>CGM(EL)/SGM(EL)/GM(EL) - Chairman            DGM (Finance) - Member            AGM (Tech.) / DGM (Elect.)/GM(Elect) - Member            Manager(Tech)/AGM/DGM (HRD)/Manager (Finance) - Member &amp; Convener</p>					OHPC order No.4325 Dt. 28.05.2008
<b>C III</b>	<b>Write off</b>					
1	Any item of equipment, tools, parts and materials lying in stores, including adjustment of discrepancies in an item during stock verification and/or any claims of recovery against suppliers/contractors on this account	Upto Rs.10 lakhs p.a	Upto Rs.5 lakhs p.a	Upto Rs.2 lakhs p.a	Upto Rs.1 lakhs p.a	Subject to investigation and report by a committee constituted by Unit head not below the rank of AGM. After the item is written off the information may be sent to concerned account division for adjustment. The original value/issue rate of store price shall be considered for the purpose of write off. However, asset items will be written off at their depreciated value / notionally derived depreciated value.
2	Losses due to theft, pilferage etc of stores, equipments tools materials in each case.	Upto Rs.10 lakhs p.a	Upto Rs.5 lakhs p.a	Upto Rs.2 lakhs p.a	Upto Rs.1 lakh p.a	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
3	Losses arising out of settlement of insurance claims in each case.	Full power	Full power	Full power	Full power	
4	Losses arising out of disposal of equipment/stores /spares/scrap etc.	Full power	Full power	Nil	Nil	
5	Losses due to non return of books and office equipments issued to employees	Full power	Full power	Book value equal to 20% of the acquisition Cost for office equipments and maximum cost upto Rs.1000 per book.	Nil	The original value/issue rate of store price shall be considered for the purpose of write off. However, Asset items will be written off at their depreciated value/notionally derived depreciated value.
C.IV	<b>CREATION OF IMPREST</b>	Full power	Full power	Upto Rs. 25,000/- limited to Rs. 5000/- per Employee and subject to a maximum of Rs.3 lakhs p.a.	Upto Rs. 25,000/- limited to Rs. 5000/- per division /Wing subject to a maximum of Rs.3 lakhs p.a.	
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>For execution of petty works/procurement of petty items of recurring nature, the Executive concerned shall move a self-contained proposal for creation of a Cash Imprest account with the sanction of competent authority as per the revised DOP.</li> <li>Once sanctioned, the Executive shall draw the cash amount from Associate Finance and keep it in his/her self custody.</li> <li>Imprest holder shall go for recoupment of cash imprest as and when it is so desirable. Each recoupment shall be accompanied with a statement and submitted to Associate Finance.</li> <li>It should be ensured that the imprest amount is utilized only for making payments for expenses permissible under extant rules.</li> <li>Apart from creation of Cash Imprest for meeting petty expenses in the office set up, Cash Imprests can also be utilized by Executives not below the rank of Manager to make local purchase of items required for upkeep of equipments/machines in the Power Station and other miscellaneous expenses. Single item exceeding value of Rs.5000 each will require quotation.</li> <li>The imprest can be recouped twelve times in a year.</li> <li>Purchase of materials normally procured through store/available in stores are not to be purchased from imprest. However in case of urgency the same can be purchased through imprest if the same is urgently required and the quantity is not deliberately reduced with a view to bring the purchase within the scope of this provision. Such options should be used sparingly.</li> </ol>						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	<p><b>Procedure for SQCN:</b></p> <ol style="list-style-type: none"> <li>SQCN is an alternative method to tendering that should be exercised while dispensing with calling for open tenders in case of work or, procurement of urgent nature.</li> <li>The financial limit to go for SQCN shall be up to Rs.5 lakh.</li> <li>The circumstances, under which SQCN method is adopted, shall be clearly spelt about and prior approval of competent authority on recommendation of unit heads in the units and the Functional Director in the C.O is taken as per the revised DOP.</li> </ol> <p>Competent Authority- Unit heads in Units, CMD / MD in C.O,</p> <ol style="list-style-type: none"> <li>The SQCN shall be sent to all the Firms/ Contractor/ Agencies (not less than three) empanelled through previous supply, dealers, proprietors, registered with other PSU/GOVT against such item of procurement / work through regd. Post or, speed post / Fax/E-mail in addition to publication in notice board.</li> <li>Empanelment of vendors shall be made once in a year with open advertisement. However, in case of genuine/ reputed firms, empanelment shall be considered on the basis of their application at any point of time during the year. Such empanelment shall be made on the basis of certain criteria like Valid GSTIN, PAN card, Authorized dealership certificate, Experience Certificate, annual turnover, firm regn, contractor license, Labour license etc.</li> <li>Time limit for submission of offers should not be less than 3 days for P/H related matters &amp; 7 (seven) days for others. However, for lesser periods, reasons should be recorded in writing.</li> <li>SQCNs does not need any paper publication.</li> <li>The quotation so obtained should be deposited in a sealed box kept for the purpose in the office of the Executive issuing SQCN. The box should be opened at the appointed time and date, and quotations read out before parties (or, their authorized representatives) who have quoted and are present. Signature of such participant bidders may be obtained on a register as a proof of their presence</li> <li>The quotations should be serially numbered with information of total no. of offers received on each such quotation e.g. 1/4, 2/4, 3/4, 4/4 in case of four nos. bids received. All the officers required to remain present and actually present must sign all the offer documents including the envelop except DDs/Pay orders/ BGs. Representative of the Associate Finance not below the rank of Junior Officer, shall remain present during opening of the quotations along with other Executive(s).</li> <li>Comparative statement shall be prepared by the officers in charge of procurement/ works / Services taking into account all the techno-commercial conditions and price. In case of Price, the unit price excluding taxes may be mentioned in the later part of the rows. Besides comparative statement of price and other terms &amp; conditions,a deviation statement is to be prepared for offers not in line with tender conditions.</li> <li>The work should not be split up for the purpose of bringing on within the ambit of this dispensation to be tendered. Even split up at the estimate stage shall be considered as split up of work. This means that one estimate shall be made for the whole work if each such activity/ work is not mutually independent.</li> <li>While according approval to the quotations to works / procurement/services, the TCC must invariably record the following certificate:- <ol style="list-style-type: none"> <li>The rate(s) are reasonable.</li> <li>Estimate has been sanctioned for the execution of the works/ procurement/services except for petty purchase or, low value of work (Financial Limit Rs.5000/-) where, estimate is not necessary.</li> </ol> </li> <li>Upto Rs.50,000 – No opening Committee is required.</li> </ol>					

