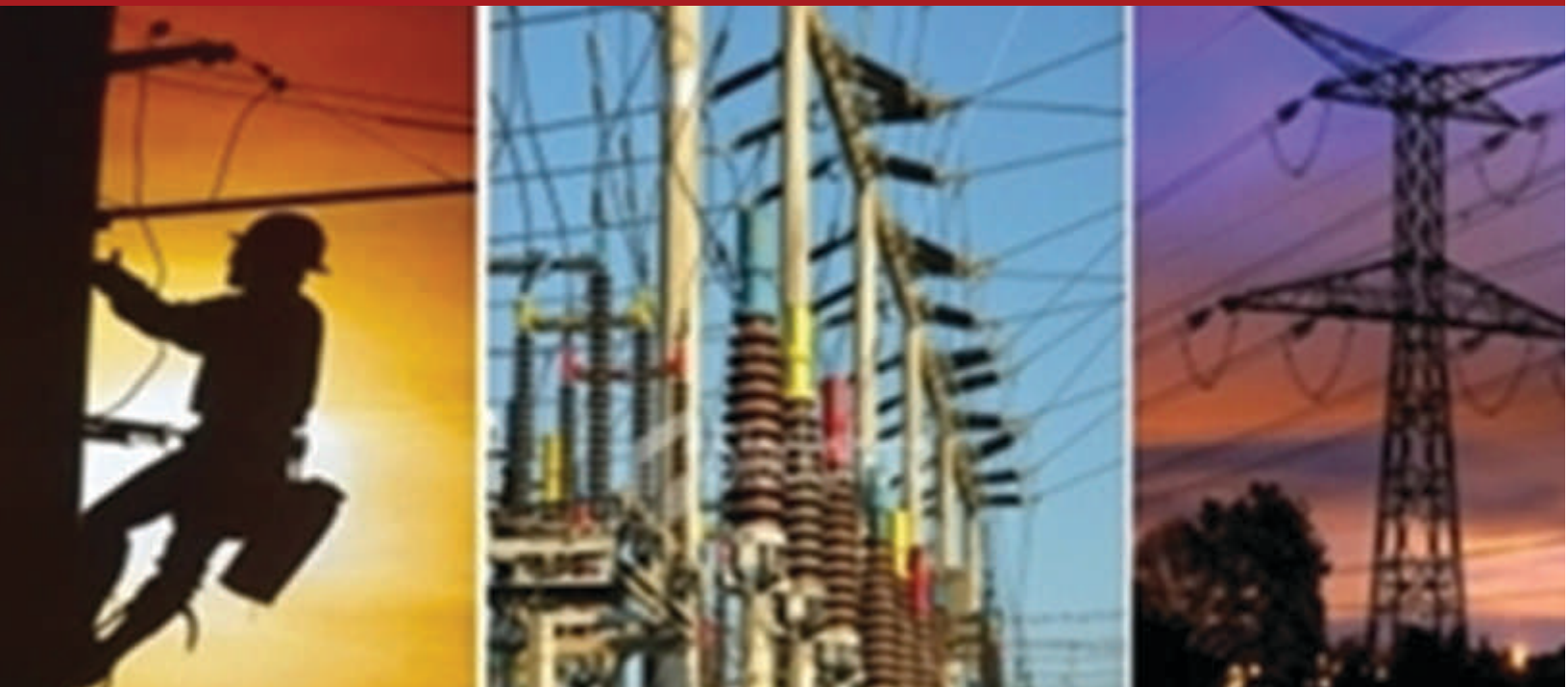


# MSETCL



**GENERAL ORDER NO. 1**

## **DELEGATION OF POWERS**

**FINANCE DEPARTMENT 2017**

# **GENERAL ORDER NO.1**

**UPDATED AS ON 17.07.2017**





**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

**CIN NO. U40109MH2005SGC153646**

**Finance & Accounts Department**

**Prakashganga, 6<sup>th</sup> floor, Plot No. C-19 'E' Block,  
Bandra-Kurla Complex, Bandra (E), Mumbai 400 051.**

**Phone No. 022-26595000 26598595**

**Web site : [www.mahatransco.in](http://www.mahatransco.in)**

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**Date : 17.07.2017**

**GENERAL ORDER NO 1 (F&A)**

**Sub : Updated Delegation of Powers**

After incorporation of MSETCL, Revised Delegation of Powers i.e. General Order No.1 (F&A) was initially circulated vide dtd 02.04.2007. Subsequently various amendments were carried out to the said delegation and circulated as and when over a period of time. However, the updated Delegation of Powers are not available for ready reference and every time it has to be verified whether any subsequent amendments have been carried out or otherwise. Hence the updated Delegation of Powers as on date 17.07.2017 is now being circulated.

In the updated Delegation of Powers in respect of Stores, Works, Cash and Imprest and Miscellaneous matters as detailed in the appended statements under Sections I, II, III and IV of G.O 2 (S&S) Dt. 18/02/1965 of A/cs Code Vol. No.VII of erstwhile MSEB, as also MSEB Administration of Funds & Properties Regulations, 1980 as approved by the Board of Directors vide Resolution No. 85 Dt. 31.01.07 initially circulated as GO 1 vide dtd. 02.04.2007 subject to the following conditions and have been subsequently revised/amended/modified over a period of time as explained above has been compiled.

- 1) The powers delegated shall be exercisable subject to provision existing in the Budget to meet the resultant expenditure. Power to incur expenditure on stores shall be exercisable provided they are required for administratively approved and technically sanctioned schemes or are indented for the scheme included in the Budget or for stock piling purposes and as such stock piling is specifically authorised by the Company.
- 2) In emergent cases, the Managing Director shall be the Competent Authority to exercise the powers in excess of those delegated to him in anticipation of approval of the Board of Directors.
- 3) An authority higher than the Competent Authority shall always be competent to exercise the powers of the Competent Authority even in absence of any specific delegation in this respect.
- 4) In case the designation of the post to which a specific power is delegated is changed, the Managing Director in consultation with the Director (Operations) and the Director (Finance) shall be competent to declare, if necessary, that the powers delegated to the previous authority continue to be exercisable by the incumbent of the re-designated post. Similarly, the Managing Director in consultation with the Director (Operations) and Director (Finance) shall be competent to extend the powers delegated to other equivalent posts of the same cadre or different cadre even though they might be designated differently from administrative purposes and in so far as these officers are expected to perform the duties to which powers delegated are applicable.

- 5) As far as the delegation of powers to be exercised in Corporate Office are concerned, the consultation with G.M(F&A)/ AGM (F&A) / Sr. Manager (F&A) etc. means the G.M(F&A)/AGM (F&A) / Sr. Manager (F&A) working in the Finance Section .
- 6) Wherever no specific delegation of powers are prescribed, the Managing Director will have the full powers subject to the powers mentioned in Para No.7 below.
- 7) The Managing Director in consultation with Director (Finance) where financial issues are involved, with Director (Operations) where technical issues are involved, and with Director(HR) where HR related/administrative issues are involved, have full powers to take all decisions in the matters of general management of the affairs of the Company except the following:-
  - i. Item covered under Section 292 of the Companies Act, 1956.
  - ii. Sale/modification of immovable property above Rs.10 lakhs and purchase of immovable property above Rs. 100 lakhs . ( As Amended vide BR No 41/7 dt. 09.07.2009)
  - iii) Administrative approval / sanction to a proposal for schemes costing more than Rs. 10 crores.
  - iv) Approval to Capital and Revenue Budget of the Company including its revised estimates, budget estimates.
  - v) Variation in the approved budget beyond 15%.
  - vi) Re-appropriation of budget under different heads of accounts or under different sanctioned schemes beyond 20%.
  - vii) Approval to annual accounts of the Company.
  - viii) Decision to award works/procurement/services/constructing contracts etc beyond Rs. 10 crores
- 8) The Board of Directors will have full powers in all the matters of general management of the affairs of the Company.
- 9) In pursuance of Board Resolution no. 106/12 dtd 02.03.2016, The Board of Directors has accorded approval for removal of the Section V, Legal Matters from GO 1 as it relates to procedural aspect of routine matters and as per the said BR, Clause No. 28 is added to Section No. IV Miscellaneous Matters of GO 1. Also instructions/procedure/determination of rates for legal affairs of the company are circulated vide Circular no. MSETCL/Director(Finance)/05739 dtd 25.05.2016 and is annexed as Schedule A (page no 46) which will not form part of GO1.
- 10) The financial limits indicated in this Delegation are inclusive of all applicable taxes and duties.

Sd/-  
**Chief General Manager (F&A)**  
**MAHATRANSCO**

All as per mailing list  
(upto the level of Sub Division)



## DELEGATION OF POWERS INDEX

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## DELEGATION OF POWERS INDEX

### SECTION - I STORES (Supply & Services)

<b>Sr. No.</b>	<b>Nature of Power</b>	<b>Page No.</b>
1	Administrative approval for purchase of Stores / equipments/ Office Furniture etc.	<b>1</b>
2	Invitation and opening of tenders.	
3	Fixing of tender fees.	
4	Acceptance of tenders.	
5	Consideration of tenders received after due date and time of opening, except the tenders/enquiry of 'E' Tendering System.	<b>2</b>
6	Placing of order under DGS & D Rate contract following rate contract procedure.	
7	Placing of order outside DGS & D Rate contract.	
8	Purchase in urgency without calling for quotations.	<b>3</b>
9	Placing of orders for spares & equipments of a proprietary nature.	
10	Purchase without calling tenders but by obtaining quotations from regular suppliers.	
11	Purchase of Stores and/or utilisation of services on the basis of a single quotation.	<b>4</b>
12	To incur expenditure in respect of any matter for which no specific authority has been provided	
13	Placing of extension order upto 50% of original ordered quantity / value in case of urgency	<b>5</b>
14	Powers to negotiate terms and conditions (except quoted prices and terms of payment) before placement of order.	
15	Powers to negotiate quoted prices before placement of order.	
16	Powers to negotiate quoted prices for proprietary items and spares.	
17	Acceptance of material before due date on the grounds of urgency.	
18	Permitting the supplier to supply stores beyond contractual time limit.	
19	Grant of extension of time limit / reschedulement of delivery period	<b>6</b>
20	Review of decision of competent authority under clause 19.	

<b>Sr. No.</b>	<b>Nature of Power</b>	<b>Page No.</b>
21	Execution of all instruments relating to purchase and supply of materials etc.	<b>6</b>
22	Amendment to the technical specification of the contract or make of equipments.	
23	Amendment to the technical specification of contract which may result in reduction of the performance but still acceptable.	<b>7</b>
24	Execution of all instruments in respect of all matters not specifically provided for.	
25	Variation in contracted terms other than terms of payment.	
26	Refund of or forfeiture of Earnest Money Deposit in part or in full.	
27	Variation in the value of the contract on any account.	<b>8</b>
28	Refund, waiver or adjustment in part or full of Security Deposit, Permanent Deposit etc.	
29	Acceptance, encashment and release of Bank Guarantee.	
30	Variation in terms of payment before placement of order/A.T	<b>9</b>
31	Powers to vary terms of payment after placement of order without prejudice to other terms and conditions.	
32	Acceptance of modes of payment before placement of order.	
33	Accepting on returnable basis material/equipments from Government or Public body.	
34	Issue on returnable basis material / equipment to Government or Public Body.	<b>10</b>
35	Issue or acceptance on returnable basis of material and equipments to / from Company's contractor.	
36	Acceptance or issue on returnable basis of O&M spares in case of urgency.	
37	Recording of measurement.	
38	Annual limits for purchase of stationery, drawing material, etc for field office only.	<b>11</b>
39	Condonation of irregularities in connection with recording of measurements	
40	Cancellation of contract in part or full.	
41	Approve the change in name of the firm.	<b>12</b>
42	Authorising expenditure and waiving recovery of demurrage or warfage charges or ground rent charges	
43	Preaudit / Postaudit of purchase order.	
44	Passing payment of bills.	
45	Authorising Inter-transfer of stores.	<b>13</b>
46	Approving excess/short deliveries upto 5% in each item per consignee.	
47	Approving excess/short deliveries beyond 5% in each item per consignee when there is no overall excess/shortage.	
48	Making provisional payment in cases where contractor's title to the claims is clear.	
49	To declare an asset as unservicable or scrap and to sanction its disposal by sale, auction or destruction.	<b>14</b>
50	Sale of Other Material (given on hire or otherwise) other than surplus.	

## SECTION II (WORKS)

<b>Sr. No.</b>	<b>Nature of Power</b>	<b>Page No.</b>
1	Administrative/Revised administrative approval for works/ Schemes/ ORC schemes/upgradation of computers etc.	<b>15</b>
2	Technical sanction of detailed estimates within the administratively approved schemes/ works.	<b>16</b>
3	Technical modification to the approved scheme	
4	Invitation and opening of tenders.	
5	Fixing tender fees.	
6	Acceptance of tender.	<b>17</b>
7	Awarding contracts for works through quotations	<b>18</b>
8	Placing of work order on single quotation basis in case of urgency	<b>19</b>
9	Placing of work orders on rate list/schedule of rates.	
10	Utilisation of services of experts, consultants, institutes other than Govt. Undertakings on single quotation basis/limited enquiry.	
11	Utilisation of the services of Experts, consultants, institutes, for matters concerning to hardware/ software development (by calling limited quotations).	
12	Servicing of Air Conditioning Plant and other ancillaries required for Computer Centres/Sub-stations in respect of proprietary nature items.	<b>20</b>
13	Hiring of Computer time / Computer by calling limited quotations	
14	Hiring of Agency for Punching / Data Entry Operation by inviting quotation	
15	Placing Hardware/ Software Maintenance Order (AMC)	
16	Utilisation of the services of Govt. Institutes & Govt. Undertakings on single quotation basis.	
17	Utilisation of services of experts, consultants, institutes etc by inviting Tenders.	<b>21</b>
18	Approving the execution of works of other organisation by the Company.	
19	Repairs to plants machinery, lines, buildings etc.	
20	Approval for execution of works/ services pertaining to Company's Scheme when they are necessarily to be carried out by Govt. Deptt., Municipality, etc and approval for payment of deposit to them.	
21	Approval for execution of works/services pertaining to Company's schemes when they are necessarily to be carried out by outside parties/agencies and approval of payment of deposit to them for carrying out work on behalf of the Company.	<b>22</b>
22	Sharing of expenditure with private bodies for approach road/water supply facilities etc	
23	Sharing of expenditure with Govt./ Semi Govt. etc. for approach road, water supply facilities etc.	



<b>Sr. No.</b>	<b>Nature of Power</b>	<b>Page No.</b>
24	Placement of orders on acceptance of Tenders	<b>22</b>
25	Placing of extension orders for similar works upto 50% of original order amount in case of urgency.	
26	Variation in contracted terms and conditions other than technical specifications if there are not adverse financial implications.	
27	Variation in contracted technical specification, not involving financial implication.	
28	Variation in technical specifications and commercial terms and conditions involving financial implication	<b>23</b>
29	Variation in contracted technical specifications with modifications and which is adequately compensated by reduction in price.	
30	Cancellation of contract in part or full after taking legal opinion	
31	Variation in the value of the work order/AT due to variation in the quantities.	<b>24</b>
32	To sanction execution & the rates to be paid for extra items.	<b>25</b>
33	Permitting the contractor to execute the work beyond the contractual time limit.	<b>26</b>
34	Grant of extension of time limit with or without levy of penalty/liquidated damages	
35	Review of decision of Competent authority under clause 34.	
36	Power to record measurement for works:	<b>27</b>
37	Advance payment to the contractor.	
38	Pre Audit / Post Audit of LOA / Work Orders	<b>28</b>
39	Payment of bills for works contract.	
40	Settlement of contractor's claim other than the extra items arising out of the works under execution and contingent to the contract.	
41	Refund or forfeiture of Earnest Money	<b>29</b>
42	Refund of security deposit.	
43	Hiring of equipment for works on each occasion.	
44	Diversion of equipment/ materials ordered against the scheme.	
45	Utilisation of the provision of contingencies in the sanctioned schemes.	
46	Grant of compensation towards damages caused to immovable property while laying transmission lines.	<b>30</b>
47	Sanction for acquisition/lease of land for administratively approved schemes.	
48	Awarding of Annual contracts for the transportation, clearance of materials etc.	
49	Awarding of casual contracts by inviting tenders for the transportation of materials, loading , unloading and stacking thereof.	<b>31</b>
50	Awarding of casual contracts by inviting limited quotations from transport agencies in the area.	
51	Awarding casual contracts on single quotation basis for the transportation of Company's material.	

### SECTION III (CASH, IMPEREST, ETC)

<b>Sr. No.</b>	<b>Nature of Power</b>	<b>Page No.</b>
1	Grant of Imprests /Advances	32
2	Operation of the Safe Deposit Account	33
3	Powers to purchase, endorse, transfer, sell or otherwise dealing with Government Securities including investment with Banks.	
4	Maximum amounts of Cash (excluding drafts and cheques) to be kept in H.O., Zonal Office, Circle Office, and Divisions	
5	Condonation of the retention of cash in excess of permissible limits.	
6	Condonation of irregularities in remittance of Cash Collected.	34
7	Permitting or condoning payments made without preaudit in exceptional cases	
8	Permitting payments despite audit objection	
9	Signing of Money Receipts	
10	Authorising payments of penalty or interest charges on account of late payment of dues by the Company	
11	Condonation of procedural or other irregularities not involving additional liabilities to the Company	
12	Withdrawal & signing cheques	35
13	Approval for opening the operative and non-operative accounts in respect of a newly established office	
14	Approval for opening the operative and non-operative accounts in existing offices.	



## SECTION IV (MISCELLANEOUS MATTERS)

<b>Sr. No.</b>	<b>Nature of Power</b>	<b>Page No.</b>
1	Insurance	<b>36</b>
2	Fixing Advertisement rates and Incurring expenditure on postage, telegrams, etc	
3	Payment of statutory duties.	
4	Sanctioning of clothing for employees.	
5	Payment of deposit to outside parties for tools/ plants /equipments etc.	<b>37</b>
6	Library and other books, subscription to news papers and periodicals.	
7	Subscription for internet connection	
8	Incurring petty office expenses and contingencies including sundry purchases.	<b>38</b>
9	Entertainment in connection with visits of VIPs, important suppliers, etc and for conferences and meeting	
10	Expenditure on ceremonial functions and sports.	
11	Expenditure on participation in exhibitions.	<b>39</b>
12	To sanction Water Cooler/Water purifier etc. for office	
13	To incur expenditure on providing & serving drinking water provision during hot weather.	
14	Providing Staff vehicles for distinguished visitors or when requested by Govt. Deptt.	
15	Taking on rent store houses, offices, garages, workshops etc	
16	To make advance payment in the interest of Company's work.	<b>40</b>
17	Service & repairs of machines, office equipments etc and hiring of typewriters/ office equipments etc.	
18	Repairs and Maintenance to Motor Vehicle, Purchase of spareparts, batteries etc.	
19	Use of Seal	
20	Fixing of sale price of Publications of the Company	
21	Levy of fees for furnishing information.	
22	To award half yearly contract for hire of labour only on item rate basis.	
23	To appoint professionals for specialised work and to fix up and sanction their fees / expenses.	<b>41</b>
24	To hire taxi or any other vehicle for movement of officers, staff or other activities in the interest of the company.	
25	Authorise and make payment of Penalty and or Interest Charges.	
26	Writing off Losses	
27	Administrative approval for Outsourcing of services.	<b>42</b>
28	Powers to issue instructions/procedures/determinations of rates for Legal Affairs of the company.	
29	Administrative approval for Outsourcing of Manpower.	
30	Releasing direct payment to suppliers /labour contractors of main contractor or Agency.	<b>43</b>

**SECTION - I**

**STORES  
(SUPPLY & SERVICES)**

# MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED (MSETCL)

## SCHEDULES OF POWER

### SECTION - I STORES ( SUPPLY & SERVICES )

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1.	Administrative approval for purchase of Stores / equipments/ Office Furniture & Consumables not covered in schemes / Projects. ( As Amended vide BR No 109/15 dt. 21.06.2016 Circulated vide No. 7036 dt. 28.06.2016 )	1) S.E. in consultation with Manager/ Sr. Manager (F&A) 2) Chief Engineer in consultation with AGM (F&A) 3) Executive Director in consultation with CGM (F&A) 4) Director (Operations)/ Director(HR) in consultation with Director (Finance) 5) Director (Finance) in consultation with Director (Operations) 6) C.M.D in consultation with Director (Operations) & Director (Finance)	Rs. 5 lakhs Rs.25 lakhs Rs. 50 lakhs Rs.100 lakhs Rs.100 lakhs Rs. 1000 lakhs	For Each Proposal Limited to annual budget
2.	Invitation and opening of tenders.	<b>CENTRAL PURCHASE AGENCY:</b> 1) Dy.Ex.Engineer (Stores) 2) A.C.P.O./E.E. (Stores) <b>OTHER THAN CPA.</b> 1) Dy.Ex.Engineer (Stores) 2) Ex.Engineer / ACPO 3) S.E.	Rs. 50 lakhs Full powers. Rs. 1 lakh Rs. 5 lakhs Full powers.	<b>APPLICABLE FOR CPA &amp; OTHER THAN CPA.</b> 1) All tenders should be opened in the presence of Manager (F&A)/ Dy.Manager (F&A) 2) Purchases exceeding Rs.50000/- shall be made by inviting Public Tenders. 3) <b>Applicable for 2 bid tenders</b> a) In case of tenders in competency of E.D & above, prior approval of opening of the price bids be taken from E.D (Stores) b) In rest of the cases, approval of concerned Competent Authority be taken.
3.	Fixing of tender fees.	Authority competent to invite tenders.	Full powers.	
4.	Acceptance of tenders. ( As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)	<b>CENTRAL PURCHASE AGENCY:</b> 1) Ex.Engineer.(Stores)/ACPO in consultation with the Sr. Manager(F&A). 2) S.E. (Stores) in consultation with the AGM (F&A) 3) Chief Engineer in consultation with the G.M (F&A) 4) Executive Director in consultation with the C.G.M. (F&A).	Rs.25 lakhs Rs. 50 lakhs Rs. 100 lakhs Rs. 200 lakhs	<b>APPLICABLE FOR CPA &amp; OTHER THAN CPA.</b> 1) The amount to be considered for exercise of these powers shall be the estimated cost. 2) Authority competent to accept tender shall have full powers to cancel the tender. 3) All tenders shall be given publicity for the period not-less than 30 days. 4) If the response to the tender is "Nil" or inadequate i.e. 2 or less offers, further extension of 7 days shall be given for bid submission with due notice on web -site and in news papers in which the original tender notification was published.

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Sr. No.	Nature of Powers	Authority	Limit	Remarks
		5) Director (Operations) in consultation with Director (Finance). 6) C.M.D in consultation with Director (Operations) & Director (Finance)  <b>OTHER THAN CPA</b> 1) Ex.Engineer/ACPO in consultation with Dy Manager(F&A)/ Manager(F&A). 2) S.E. in consultation with Manager/ Sr. Manager (F&A) 3) Chief .Engineer in consultation with Sr. Manager/AGM (F&A) 4) Executive Director in consultation with Chief General Manager (F&A)	Rs. 500 lakhs  Rs. 1000 lakhs  Rs. 5 lakhs Rs. 10 lakhs Rs.100 lakhs Rs. 200 lakhs	5) In case where the 30 days publicity cannot be given on ground of urgency; the prior permission of the next higher authority than the authority competent to accept the tender as per GO1 shall be obtained by giving due justification there of for reduction in period of publicity. However, the publicity period shall not be less than 15 days in any case. 6) In case not more than two offers are qualified in technical bid the price bids shall not be opened and the re-tendering shall be done with due modifications in technical qualifying requirements (TQR) so as to enable more competition. 7) Even after retendering only 2 or less offers are technically qualified then such tenders shall be submitted to the next higher authority as per GO1 for approval than the authority competent to accept the tender. 8) CMD has discretion to relax above remarks no. 3 to 7 in the interest of the work. 9) E-tendering process should be followed for the procurement above Rs. 3 Lakhs
5.	Consideration of tenders received after due date and time of opening, except the tenders/enquiry of 'E' Tendering System	<b>Head Office:</b> Chief Engineer  <b>Field Office :</b> Authority higher than the one competent to accept the tender received in time.		
6.	Placing of order under DGS & D Rate contract following rate contract procedure. ( As Amended vide BR No. 109/15 dt. 21.06.2016 Circulated vide No. 7036 dt. 28.06.2016)	<b>CENTRAL PURCHASE AGENCY:</b> Ex.Engineer (Stores)/ACPO in consultation with the Sr Manager (F&A)  <b>OTHER THAN CPA:</b> S.E. in consultation with Manager/ Sr. Manager (F&A)	Rs. 1000 lakhs  Rs. 1000 lakhs	
7.	Placing of order outside DGS&D Rate contract in respect of the material available against Rate contract items at the same or lower rates than those prevailing under rates contract on conditions which are not less favourable than those of DGS&D Rate contract.  ( As Amended vide BR No.101 /16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)	<b>CENTRAL PURCHASE AGENCY:</b> 1) Ex.Engineer (Stores)/ACPO in consultation with Sr Manager (F&A) 2) S.E. (Stores) in consultation with AGM (F&A)  <b>OTHER THAN CPA:</b> 1) Ex.Engineer/ACPO in consultation with Dy Manager (F&A)/ Manager (F&A) 2) S.E. in consultation with Manager (F&A) 3) Chief Engineer in consultation with Sr Manager(F&A)/AGM(F&A) 4) Executive Director in consultation with Chief General Manager (F&A)	Rs. 1 lakhs Rs. 3 lakhs  Rs.20,000/- Rs.30,000/- Rs. 1 lakhs Rs.3 lakhs.	E-tendering process should be followed for the procurement above Rs. 3 Lakhs

Sr. No.	Nature of Powers	Authority	Limit	Remarks
8.	Purchase in urgency without calling for quotations. (As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)	1) Ex.Engineer / ACPO 2) S.E. 3) Chief Engineer/ HOD 4) Executive Director 5) Director(Operations)	Rs.20,000/- * Rs.50,000/- * Rs. 1 lakhs. * Rs. 2 lakhs. Rs. 3 lakhs	* Exercise of these powers would be subject to post facto approval of the next higher authority. 1. Reasons and urgency should be recorded in a register. 2. While exercising these powers, reasonability of rates should be recorded. 3. The order will be subjected to post audit.  E-tendering process should be followed for the procurement above Rs. 3 Lakhs
9.	Placing of orders for spares & equipments of a proprietary nature after obtaining concerned Supplier's / manufacturer's quotation. (As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)	<b>CENTRAL PURCHASE AGENCY:</b> 1) Ex.Engineer (Stores)/ACPO in consultation with Sr Manager (F&A) 2) S.E. (Stores) in consultation with AGM (F&A)  3) Chief Engineer in consultation with G.M. (F&A) 4) Executive Director in consultation with the Chief General Manager (F&A)  <b>OTHER THAN CPA:</b> 1) Ex.Engineer in consultation with Dy Manager(F&A)/ Manager(F&A) 2) S.E. in consultation with Manager (F&A)/Sr Manager (F&A) 3) Chief Engineer in consultation with Sr Manager(F&A)/AGM(F&A) 4) Executive Director in consultation with Chief General Manager (F&A). 5) Director (Operations) in consultation with Director (Finance)	Rs. 1 lakhs  Rs. 3 lakhs  Rs. 3 lakhs. Rs. 3 Lakhs  Rs. 1 lakhs Rs. 3 lakhs. Rs. 3 lakhs. Rs.3 lakhs Rs. 3 lakhs	<b>APPLICABLE FOR CPA &amp; OTHER THAN CPA.</b> 1) Spares of proprietary nature means those of a particular specification as used by the original suppliers and by the original manufacturers of the concerned original equipment. 2) Terms/mode/procedure of payments may be approved by the authority competent to accept quotation. Advance payment along with LOI/order upto 10% of ordered value including testing charges can be accepted by the prescribed authorities. Beyond 10% Director (F) will be the competent authority. In case of Government/Government undertaking, higher advance payment can be accepted by the prescribed authorities. 3) For the imported proprietary spares advance payment in terms of relevant foreign exchange release may be approved by the Concerned Authority who approved the purchase proposals.  E-tendering process should be followed for the procurement above Rs. 3 Lakhs  <b>APPLICABLE FOR OTHER THAN CPA ONLY:</b>  For Government/Public Sector Undertakings these powers shall be Rs. 2 lakhs, Rs. 20 lakhs & Rs. 50 lakhs respectively for the first three authorities. The same authority may accept the advance payment alongwith LOI/order upto 20% of the ordered value wherever necessary.  E-tendering process should be followed for the procurement above Rs. 3 Lakhs
10.	Purchase without calling tenders but by obtaining quotations from regular suppliers. (As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)	<b>CENTRAL PURCHASE AGENCY:</b> 1) Ex.Engineer / ACPO in consultation with Sr Manager (F&A) 2) S.E. in consultation with AGM (F&A) 3) Chief Engineer in consultation with GM (F&A) 4) Executive Director in consultation with Chief General Manager (F&A). 5) Director (Operations) in consultation with Director(Finance) 6) C.M.D in consultation with Director (Operations) & Director(Finance)	Rs. 3 lakhs  Rs. 3 lakhs Rs 3 lakhs  Rs. 3 lakhs Rs.3 lakhs. Rs. 3 lakhs	E-tendering process should be followed for the procurement above Rs. 3 Lakhs

Continued....

Sr. No.	Nature of Powers	Authority	Limit	Remarks
		<b>OTHER THAN CPA:</b> 1) S.D. O / Dy Exe .Engineer (Stores) in consultation with Dy Manager(F&A). 2) Ex. Engineer/ACPO in consultation with Dy Manager(F&A)/Manager (F&A) 3) S.E. in consultation with Manager(F&A)/Sr Manager(F&A) 4) Chief Engineer/H.O.D. in consultation with Sr Manager(F&A) 5) Executive Director in consultation with Chief General Manager (F&A).	Rs.20,000/- Rs. 50,000/- Rs. 1 lakhs Rs. 3 lakhs Rs. 3 lakhs	<b>APPLICABLE FOR OTHER THAN CPA ONLY:</b> 1) Orders upto Rs.10,000/- will be subjected to post audit. 2) Uptodate list of regular suppliers together with their address should be maintained. 3) While exercising these powers, reasonability of the rates should be certified. 4) For purchase exceeding Rs.30,000/- these powers will be exercised in case of urgency and reasons should be recorded. 5) The total purchases and works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the Budget for purchases & works sanctioned for the Circle which shall include the purchases & works by Divisions under these clauses. 6) In case of purchases & works done undertaken by E.E. & below, the post-facto approval from S.E. shall be obtained within a month. 7) E-tendering process should be followed for the procurement above Rs. 3 Lakhs
11.	Purchase of Stores and/or utilisation of services on the basis of a single quotation. <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	<b>CENTRAL PURCHASE AGENCY:</b> 1) A.C.P.O./E.E.(Stores) in consultation with Sr Manager (F&A) 2) S.E. (Stores) in consultation with AGM(F&A) 3) Chief Engineer (Stores) in consultation with G.M. (F&A). 4) Executive Director in consultation with C.G.M. (F&A). 5) Director (Operations) in consultation with Director (Finance).  <b>OTHER THAN CPA:</b> 1) S.D.O./Dy.E.E. in consultation with Dy Manager (F&A) 2) E.E /ACPO in consultation with Dy Manager (F&A)/ Manager (F&A) 3) S.E in consultation with Manager (F&A) 4) Chief Engineer in consultation with Sr Manager(F&A)/AGM (F&A) 5) Executive Director in consultation with C.G.M. (F&A).	Rs.50,000/- Rs. 2 lakhs Rs 3 lakhs Rs 3 lakhs Rs 3 lakhs  Rs.10,000/- Rs.20,000/- Rs.50,000/- Rs.3 lakhs. Rs.3 lakhs.	<b>APPLICABLE FOR CPA AND OTHER THAN CPA ONLY:</b> 1) Prescribed authorities may effect advance payment including testing charges wherever necessary. 2) While exercising these powers urgency and reasonability of rates should be ascertained. 3) In case of purchase of stores, advance payment to the extent of their powers under this item can be made wherever necessary by the authorities concerned. 4) The total purchases & works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the Budget for purchases & works sanctioned for the circle, which shall include the purchases/works by Divisions under these clauses.(Applicable for Other Than CPA only) 5) In case of purchases & works done/undertaken by E.E. & below the post-facto approval from S.E. shall be obtained within a month.(Applicable for Other Than CPA only) 6) E-tendering process should be followed for the procurement above Rs. 3 Lakhs
12.	To incur expenditure in respect of any matter for which no specific authority has been provided	1) Ex.Engineer Incharge of Division. 2) S.E. in Field 3) Chief Engineer./Head of the Dept. 4) Executive Director 5) Director (Finance) / Director (Operations) / Director(HR).	Upto Rs.1,000/- Upto Rs.2,000/- Upto Rs.10,000/- Upto Rs.30,000/- Upto Rs.50,000/-	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
13.	Placing of extension order upto 50% of original ordered quantity / value in case of urgency. <b>(As Amended vide BR No. 74/5 dt. 17.08.2012 Circulated vide No. 12667 dt. 03.09.2012)</b>	1) <b>In case of tenders accepted by Executive Director and above</b> Executive Director in consultation with Chief General Manager (F&A)  2) <b>In other cases,</b> same authority who has accepted the original tender	Rs. 1000 lakhs  Full powers.	The extension order may be <b>given within one year</b> from the date of original order on the following conditions:- 1) These powers are not exercisable if the original order was placed to cover an urgent or emergent demand without following the normal procedure. 2) The authorities concerned shall satisfy themselves that there is no significant downward trend in the prices.
14.	Powers to negotiate terms and conditions (except quoted prices and terms of payment) before placement of order.	1) <b>In case of tenders accepted by Executive Director and above</b> C.E. in consultation with AGM (F&A)/GM(F&A).  2) <b>In other cases,</b> authority competent to accept the tender		While negotiating, the sanctity of tender procedure should be maintained and such negotiation should not alter the ranking and quoted price of tenders as prevalent before negotiation.
15.	Powers to negotiate quoted prices before placement of order.	C.M.D. in consultation with Director (Operations) & Director (Finance).		
16.	Powers to negotiate quoted prices for proprietary items and spares from Public Sector Undertaking or imported proprietary spares and services.	Executive Director in consultation with C.G.M. (F&A)		
17.	Acceptance of material before due date on the grounds of urgency.	Chief Engineer		Provided the material is required for immediate use by the Indentor
18.	Permitting the supplier to supply stores beyond contractual time limit without prejudice to the right of the Company for recovery of penalty/liquidated damages.	1) <b>In case of tender accepted by Executive Director &amp; above</b> Chief Engineer.  2) <b>In other cases,</b> authority competent to accept tender		1) If the price variation is applicable to the contract under consideration, payment thereof during the extended period will be limited to the payments on the basis of scheduled date of supply or actual date of supply, whichever is less.  2) While communicating the decision, the authority concerned should inform the supplier that permission to supply of stores is subject to the decision of the competent authority as regards levy/waiver of penalty, payment of additional price variation other than above and additional payments due to statutory variations, if any.  3) The competent authority under this clause may also decide to differ the recovery of penalty or liquidated damages either in part or in full pending decision of the competent authority under clause 19 for waiver/levy of penalty/L.D. provided sufficient retention either in cash or in Bank guarantee is ensured with the company.



Sr. No.	Nature of Powers	Authority	Limit	Remarks
19.	Grant of extension of time limit / reschedulement of delivery period with or without levy of penalty/ liquidated damages including condonation for delay in applying for the extension of time limit by the Supplier and also including the mode of recovery of penalty, if levied. <b>(As Amended BR No. 102/15 dt. 24.08.2015 Circulated vide No. 12780 dt. 05.10.2015)</b>	1) <b>In case of tender, accepted by C.E. &amp; above,</b> CE in consultation in AGM (F&A). These powers are delegated upto the project having tender cost upto Rs. 50 Crs. For the projects having tender cost above Rs. 50 Crs. powers are delegated to ED in consultation with CGM (F&A)  2) In other cases, next higher authority than the one who has accepted the tender but not below the rank of S.E. in consultation with highest local officer of Accounts/Dy CAO.		1) Where the delay is attributable to the Supplier apart from levy of penalty, the price variation, if payable under the contract, the payment of the same shall be limited to that on the basis of scheduled date of supply or actual date of supply whichever is less. In such cases, the payment to the contractor due to increase, if any, in statutory taxes, duties shall also be limited to that applicable on the contractual date of completion.  2) Where the delay is not solely attributable to the supplier and price variation is applicable to the contract and extension of time limit is granted without levy of penalty, the competent authority may decide to make the price variation payment based on the actual date of supply. The competent authority may also admit the claim of sales tax, F.E. variation, Custom duty etc., if any.  3) Where the delay is not attributable to the supplier, the price variation shall become payable at actuals including payment of statutory variation in respect of excise duty, sales tax, F.E. variation, Custom duty etc.
20.	Review of decision of competent authority under clause 19 <b>(As Amended vide BR No. 102/15 dt. 24.08.2015 Circulated vide No. 12780 dt. 05.10.2015)</b>	1) <b>In case of tender accepted by CE &amp; above</b> ED in consultation with CGM (F&A) upto 3 years delay. Director (Operations/Projects) in consultation with Director(Finance) above 3 years delay.  2) <b>In other cases,</b> CE in consultation with AGM (F&A) upto 3 years delay. ED in consultation with CGM (F&A) above 3 years delay.		
21.	Execution of all instruments relating to purchase and supply of materials, Stores & Machinery, insurance Guarantee bond and in respect of turnkey and supply cum erection contracts.	<b>CENTRAL PURCHASE AGENCY</b> Ex.Engineer. (Stores)/ACPO  <b>OTHER THAN C.P.A.</b> Same authority as prescribed for invitation of tender.		
22.	Amendment to the technical specification of the contract or make of equipments which do not reduce the performance and guarantee.	1) Chief Engineer  2) Chief Engineer. in consultation with Chief General Manager (F&A)  3) Chief Engineer in consultation with Sr Manager (F&A)  4) Executive Director in consultation with Chief General Manager (F&A)  5) Director (Operations) in consultation with Director (Finance).	Full powers for no change in value of contract  Full powers for, if there is reduction in value of contract  Increase upto Rs.2 lakhs or 5% of the value of the order whichever is less.  Increase upto Rs.10 lakhs.  Increase upto Rs.20 lakhs.	Indentor shall be invariably consulted prior to acceptance of change in the technical specification and his prior concurrence be obtained.



Sr. No.	Nature of Powers	Authority	Limit	Remarks
23.	Amendment to the technical specification of contract which may result in reduction of the performance but still acceptable for use as it is or by suitable modification and which is compensated by reduction in price.	1) C.E. in consultation with Sr Manager(F&A)  2) Executive Director in consultation with Chief General Manager (F&A)  3) Director (Operations) in consultation with Director (Finance).	Above 10% reduction in price of the ordered rate of the item/items.  Reduction in price between 10% & 5% of the ordered rate of the item/items.  Reduction in price below 5% of the ordered rate of the item/items.	In case of contract, where value of individual items are not available and price break up is only available for payment purpose for that particular item, reasonable value of such items should be ascertained before submitting the proposal to the competent authority. In such cases, the limit indicated will be applicable for ascertained value.
24.	Execution of all instruments in respect of all matters not specifically provided for.	Chief Engineer in consultation with Sr Manager(F&A)/AGM(F&A)		
25.	Variation in contracted terms other than terms of payment.	1) <b>In case of tenders accepted by Executive Director and above</b> Chief Engineer in consultation with G.M. (F&A)  2) <b>In other cases,</b> Authority competent to accept Purchase Proposal.		1) Reasons in such cases should be recorded. 2) CE (Stores) is authorised to issue amendments to A/T in respect of genuine omissions & typographical errors only subject to pre audit of such amendments 3) When there is no financial implication, consultation with Finance is not necessary
26.	Refund of or forfeiture of Earnest Money Deposit in part or in full.	<b>CENTRAL PURCHASE AGENCY</b> 1) <b>In case of tenders accepted by S.E. (Stores) and above</b> S.E. (Stores)  2) <b>In other cases,</b> Authority competent to accept tender.  <b>OTHER THAN CPA</b> 1) <b>In case of tenders accepted by Executive Director and above</b> Chief Engineer  2) <b>In other cases,</b> Authority competent to accept tender		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
27.	Variation in the value of the contract on any account.	<ol style="list-style-type: none"> <li>1) Same authority competent to accept the tender except for orders approved by E.D. and above.</li> <li>2) Next higher authority over the authority competent to accept the tender except for orders approved by E.D. and above.</li> <li>3) E.D. in consultation with the C.G.M. (F&amp;A) for tenders accepted by E.D. and above.</li> </ol>	<p>Upto 5% of the value of the order.</p> <p>Upto 10% of the value of the order.</p> <p>Upto 10% of the value of the order subject to limit of Rs.50 lakhs</p>	<ol style="list-style-type: none"> <li>1) These powers are to be exercised without considering the effect of statutory variation.</li> <li>2) In case if there is no overall excess / shortage in delivery as per the orders, C.E. and Executive Director will have full powers to approve any excess / shortage beyond 5% per consignee in each item.</li> <li>3) Percentage referred is in relation to the total value of the contract.</li> <li>4) The overall financial limits of variation mentioned shall not be exceeded even if a variation is permitted on more than one occasion.</li> <li>5) For imported items - In case of change in value of contract due to exchange rate, C.E. shall have full powers.</li> </ol>
28.	Refund, waiver or adjustment in part or full of Security Deposit, Permanent Deposit, Registration Deposit or any other deposit.	<p><b>CENTRAL PURCHASE AGENCY</b></p> <ol style="list-style-type: none"> <li>1) For waiver, Authority competent to accept tender.</li> <li>2) For refund and adjustment, S.E. in consultation with G.M. concerned with Stores Bills.</li> </ol> <p><b>OTHER THAN CPA</b> For waiver / refund and adjustment</p> <ol style="list-style-type: none"> <li>1) <b>In case of tenders accepted by Executive Director and above.</b> C.E. in consultation with Sr Manager(F&amp;A)/AGM(F&amp;A).</li> <li>2) <b>In other cases</b> authority competent to accept tender</li> </ol> <p><b>C.P.A &amp; OTHER THAN CPA.</b> For forfeiture cases.</p> <ol style="list-style-type: none"> <li>1) <b>In case of tenders accepted by Executive Director and above.</b> C.E. in consultation with Sr. Manager (F&amp;A) / AGM (F&amp;A)</li> <li>2) <b>In other cases.</b> Authority one level higher than the authority competent to accept tender.</li> </ol>		For refund of permanent Security Deposit, prescribed procedure shall be followed.
29.	Acceptance, encashment and release of Bank Guarantee.	<p><b>CENTRAL PURCHASE AGENCY</b></p> <ol style="list-style-type: none"> <li>1) S. E. (Stores).</li> </ol> <p><b>OTHER THAN CPA.</b></p> <ol style="list-style-type: none"> <li>1) <b>In case of tenders accepted by Executive Director and above.</b> Chief Engineer</li> <li>2) <b>In other cases.</b> Authority competent to accept tender</li> </ol>		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
30.	Variation in terms of payment before placement of order/A.T.	1) Chief Engineer in consultation with C.G.M. (F&A), in case of tenders accepted by Executive Director and above  2) <b>In other cases,</b> authority competent to accept tender.		
31.	Powers to vary terms of payment after placement of order without prejudice to other terms and conditions.	<b>CENTRAL PURCHASE AGENCY</b> 1) <b>In case of tenders accepted by Executive Director and above</b> Chief Engineer in consultation with Chief General Manager (F&A)  2) <b>In other cases,</b> Authority competent to accept tender in consultation with G.M. (F&A).  <b>OTHER THAN CPA.</b> Executive Director in consultation with Chief General Manager (F&A).		
32.	Acceptance of following modes of payment before placement of order:-  i) Through L/C. (for CPA only)   ii) Through Bank.	i) <b>In case of tenders accepted by Executive Director and above.</b> Chief Engineer in consultation with Chief General Manager (F&A).  ii) <b>In other cases,</b> Authority competent to accept tender in consultation with AGM (F&A) /G.M.(F&A).  i) <b>In case of tenders accepted by Executive Director and above.</b> C.E. in consultation with G.M. (F&A)  ii) <b>In other cases,</b> Authority competent to accept tender.		
33.	Accepting on returnable basis steel, cement and other project material and equipments from Government or Public body / authority or other State Electricity Board / Company or local body not below the level of Zilla Parishad / Municipality.	1) S.E. (Stores).  2) Chief Engineer  3) Executive Director	Rs.1 lakhs at a time (subject to annual limit of Rs. 5 lakhs)  Rs.5 lakhs at a time (subject to annual limit of Rs.25 lakhs).  Rs.10 lakhs at a time (subject to annual limit of Rs. 50 lakhs).	1) Items should be obtained strictly for subsequent replenishment from the Company's material when received and not converted to purchase at any later period.  2) Authority prescribed will be competent to accept terms and conditions including payment of service charges/interest etc. if so required, except any such condition which will require conversion of transaction in the purchase.  3) Record of such transactions should invariably be maintained in register.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
34.	Issue on returnable basis of company's steel, cement and any other material / equipment to Government or Public Body / authority, other State Electricity Boards / Company or local body not below the level of Zilla Parishad.	1) Chief Engineer  2) Executive Director	Rs. 5 Lakh at a time (Subject to Annual limit of Rs. 25 Lakhs)  Rs.10 lakhs at a time (Subject to Annual limit of Rs. 50 Lakhs)	1) The request should come from the concerned responsible officers not below the rank of Class-I Officers or equivalent rank  2) Such items should be issued after following the Company's Accounting procedure prescribed for Company's equipment given on hire and strictly for subsequent return without option for conversion into a sale transaction. 3) Record of such transactions should invariably be kept on the lines of register meant for Company's equipment given on hire. 4) In respect of items such as steel, cement or any other equipment given on loan, the following service charges should be levied :- Material issued on returnable basis upto - 3 months - 5% of the total price. 6 months - 10% of the total price. 9 months - 15% of the total price. 12 months - 20% of the total price. 18 months - 30% of the total price. 24 months - 40% of the total price. 5) Period exceeding 24 months should not normally be allowed to be carried out over and suitable steps taken to get back the equipment, if equipment is still not returned, the matter should be reported to C.M.D. and suitable action for recovery of cost shall be taken. 6) The returnable material should be from fresh stock. 7) C.M.D. has full powers to decide and vary the terms and conditions.
35.	Issue or acceptance on returnable basis of material and equipments to / from Company's contractor for Company's work in contingent conditions and urgency against proper indemnity bond.	1) S.E. 2) Chief Engineer 3) Executive Director.	Rs.5 lakhs. Rs.10 lakhs. Rs.20 lakhs.	
36.	Acceptance or issue on returnable basis of O&M spares in case of urgency, from other Electricity Boards/ Company's or power utilities.	1) C.E. in concurrence with Executive Director 2) Director(Operations)	Rs.50 lakhs.  Rs 100 lakhs	
37.	Recording of measurement. (a) Quantitative measurements.  (b) Qualitative measurements.	1) Sub Engr 2) Stores Asstt./Jr.Engr. 3) Stores Supdt./A.E.  1) Dy.E.E./A.E. in charge of Sub-divn  2) Ex Engineer/Dy.Ex.Engineer (O) / ACPO	Rs. 50,000/- Rs.2 lakhs. Without limit.  Upto Rs.10 lakhs. 10% check.  Above Rs.10 lakhs. 5% check.	These limits are in respect of quantitative measurements subject to quality checks as prescribed. Specific mention of items to be checked is to be recorded while recording measurement. The prescribed financial limits corresponding to the cost of equipment covered by each invoices. These limits are in respect of qualitative checks. The prescribed financial limits corresponding to each unit cost and not cost of equipment covered by each invoices.

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Sr. No.	Nature of Powers	Authority	Limit	Remarks
41.	a) Approve the change in name of the firm and transfer the order from old firms to new firm due to valid reasons provided such transfer does not entail extra expenditure to the company. b) Approve the change in name of the firm and transfer the order from one firm to another firm due to valid reasons provided such transfer does not entail extra expenditure to the company.	Chief Engineer in consultation with Law Officer and Chief General Manager (F&A)  Chief Engineer in consultation with Law Officer and Chief General Manager (F&A)		C.E (Stores) is authorised only to issue amendment of change of address (Not for works).
42.	Authorising expenditure and waiving recovery of demurrage or warfage charges or ground rent charges.	<b>CENTRAL PURCHASE AGENCY:</b> 1) Ex..Engineer. (Stores)/ ACPO in consultation with the Sr. Manager (F&A) 2) S. E. (Stores) in consultation with the AGM (F&A) 3) Chief Engineer (Stores) in consultation with the G.M. (F&A). 4) E.D in consultation with CGM(F&A) 5) Director(Operations) in consultation with Director (Finance) 6) C.M.D in consultation with Director (Operations) & Director (Finance)  <b>OTHER THAN CPA:</b> 1) Dy.Ex.Engr. Incharge of M.S. in consultation with Dy. Manager (F&A) 2) Ex.Engineer / ACPO in consultation with Dy. Manager (F&A) 3) S.E. in consultation with Manager (F&A) 4) Chief Engineer in consultation with Sr. Manager (F&A) 5) E.D in consultation with CGM (F&A) 6) Director (Operations) in consultation with Director (Finance) 7) C.M.D in consultation with Director (Operations) & Director (Finance)	Rs.5,000/- Rs.25,000/- Rs 1,00,000/- Rs. 5,00,000/- Rs. 15,00,000/- Full Powers  Rs.2, 500/- Rs. 5,000/- Rs. 25,000/- Rs 1,00,000/- Rs. 5,00,000/- Rs. 15,00,000/- Full Powers	Justification should be recorded in writing.
43.	Preaudit / Postaudit of purchase order.	1) Asstt. Accountant. 2) Dy. Manager (F&A) 3) Manager (F&A) & above.	Upto Rs. 2 lakhs. Upto Rs. 5 lakhs. Above Rs. 5 lakhs.	Post audit should be restricted to the orders of value not exceeding Rs.10,000/-
44.	Passing payment of bills.	<b>CENTRAL PURCHASE AGENCY:</b> 1) Asstt. Accountant. 2) Dy. Manager (F&A) 3) Manager (F&A) 4) Sr. Manager/AGM (F&A)  <b>OTHER THAN CPA:</b> 1) Asstt. Accountant/ Asstt. Auditor. 2) Dy. Manager (F&A) 3) Manager (F&A) 4) Sr. Manager/AGM(F&A)	Upto Rs. 2 lakhs. Upto Rs. 10 lakhs. Upto Rs.30 lakhs. Above Rs.30 lakhs.  Upto Rs. 1 lakhs. Upto Rs. 5 lakhs. Upto Rs.20 lakhs. Above Rs.20 lakhs.	<b>APPLICABLE FOR CPA AND OTHER THAN CPA :</b> 1) Powers for passing are based on the gross amount of the bill and not on payment which may be less. 2) All bills relating to orders with price variation clause should be passed only after the approval of price variation by Sr. Manager/AGM(F&A)

Sr. No.	Nature of Powers	Authority	Limit	Remarks
45.	Authorising Inter-transfer of stores. a) Within Circle. b) Outside Circle. c) One zone to other Zone.	S. E. Chief Engineer within his jurisdiction Executive Director		
46.	Approving excess/short deliveries upto 5% in each item per consignee.	S.E. in the field.		
47.	Approving excess/short deliveries beyond 5% in each item per consignee when there is no overall excess/shortage.	Chief Engineer		
48.	Making provisional payment in cases where contractor's title to the claims is clear but payment cannot be made until certain formalities and/or sanction of the Competent Authority etc. is obtained.	1) Chief Engineer in consultation with Chief General Manager (F&A) 2) Executive Director in consultation with C.G.M (F&A)	Upto 80% subject to limit of Rs.20 lakhs.  Upto 80% subject to limit of Rs.50 lakhs.	Concerned Chief Engineer / Executive Director should be satisfied about urgency and title to the claim. Reasons to be recorded.
49.	To declare an asset as unservicable or scrap and to sanction its disposal by sale, auction or destruction. A) Where the asset has become unservicable before the expiry of its normal life or where the asset has become unservicable or useless even if the normal period of expected life is over but in actual it has not been fully or properly used.	Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the Dy. Manager (F&A) S.E and equivalent in consultation with the Manager (F&A) C.E in consultation with the Sr. Manager (F&A) HOD in respect of furniture and other office equipment in their office in consultation with Sr. Manager (F&A) E.D in consultation with CGM (F&A) Director(Operations) in consultation with Director(Finance) C.M.D. in consultation with Director (Operations) & Director (Finance)	<b>For any assets of which the assessed value is</b> Upto Rs.15,000/-  Upto Rs. 75,000/-  Upto Rs. 1,50,000/-  Upto Rs. 1,50,000/-  Upto Rs. 5,00,000/- Upto Rs. 15,00,000/-  Full Powers	(i) The limits are to be applied to the total value of all the assets under consideration at any time and not at a particular item of asset, eg., If the total value of unservicable asset is Rs. 30,000/- the competent authority will be SE although the individual items may cost less than Rs. 15,000/- (ii) The limits prescribed are irrespective of the fact whether the asset has become unservicable while in use or otherwise, provided that before declaring any asset as unservicable, the competent authority ensures that it has not become unservicable due to any negligence, abuse or misuse on the part of any member of the staff or officer and further that in such cases disciplinary action has been initiated, wherever necessary. (iii) The disposal of empties such as empty barrels, empty cement bags, packing cases, etc., be authorised by the Officer-in charge of a Major Store or by an Officer not below the rank of an E.E. (iv) When the disposal is by sale, it shall be in accordance with the guidelines prescribed by the Company. (v) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to capital or revenue account as the case may be. (vi) Disposal of the property under sanction of the competent authority may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.

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Sr. No.	Nature of Powers	Authority	Limit	Remarks
	B) Where the asset while in use has become unservicable after the expiry of its normal life.	<p>Officer in charge of a Division or an officer not below the rank of Executive Engineer in consultation with the Dy. Manager (F&amp;A)</p> <p>S.E and equivalent in consultation with the Manager (F&amp;A)</p> <p>C.E in consultation with the Sr. Manager (F&amp;A)</p> <p>HOD in respect of furniture and other office equipment in their office in consultation with Sr.Manager (F&amp;A)</p> <p>E.D in consultation with CGM(F&amp;A)</p> <p>Director(Operations) in consultation with Director(Finance)</p> <p>C.M.D in consultation with Director(Operations) &amp; Director(Finance)</p>	<p><b>For any asset or assets of which the depreciated value is</b> Upto Rs. 5,000/-</p> <p>Upto Rs. 25,000/-</p> <p>Upto Rs. 50,000/-</p> <p>Upto Rs. 50,000/-</p> <p>Upto Rs. 3 lakhs</p> <p>Upto Rs. 5 lakhs</p> <p>Full Powers</p>	<p>(I) Provided that no asset shall be ordered to be destroyed or sold without auction or open tender unless the competent authority is satisfied and it certifies to the effect that it would be more advantageous to the Company to destroy the asset or to sell it without auction or through open tender than to sell it by auction or through open tender.</p> <p>(ii) The limits are to be applied to the total value of all the assets under consideration at one time and not at a particular item of asset, eg., If the total depreciated value of unservicable assets is Rs. 10,000/- the competent authority will be Officer of the rank of SE although the individual items may cost less than Rs. 5,000/-</p> <p>(iii) The normal life referred to, is the period of life of asset as laid down.</p> <p>(iv) Provided further that in case of sale by auction, the rules or procedures prescribed by the Company from time to time are strictly followed.</p> <p>(v) In the cases of disposal of such material at a price below the depreciated value, the difference may be written off without any further sanction thereto, to capital or revenue account as the case may be.</p> <p>(vi) Disposal of the property under sanction of the competent authority may be treated as sanction for the write off of the amounts involved and adjustment in accounts shall be carried out immediately on the conclusion of the transaction of disposal.</p>
50.	Sale of Other Material (given on hire or otherwise) other than surplus.	<p>S.E in consultation with Manager (F&amp;A)</p> <p>C.E in consultation with Sr. Manager (F&amp;A)</p> <p>Director (Operations) in consultation with Director (Finance)</p>	<p>Upto Rs. 5,000/-</p> <p>Upto Rs. 15,000/-</p> <p>Upto Rs. 30,000/-</p>	The price of material should be fixed on the basis of issue rate or market rate whichever is higher, plus storage and handling charges at the rate of 15% less depreciation. Hire charges should be recovered till the date of sale.



**SECTION - II**

**WORKS**

# MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED (MSETCL)

## SCHEDULES OF POWER

### SECTION - II WORKS

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1.	<p>(A) Administrative approval of Works/ scheme / extension including renovation, modernisation and system Improvement <b>(As Amended vide BR No. 109/15 dt. 21.06.2016 Circulated vide No. 7036 dt. 28.06.2016)</b></p> <p>(B) Administrative approval for upgradation of Computer Hardware, Printers, Personal Computers, Servers, Routers Switch, Hub, Modem hardware for networking , etc. Other related accessories and Computer Software, Operating systems, software tools, anti-virus software, etc.</p> <p>C) <b>ORC Scheme</b> Administrative approval of new ORC works <b>(As Amended vide BR No. 74/5 dt. 17.08.2012 Circulated vide No. 12667 dt. 03.09.2012)</b></p>	<p>1) S.E. in consultation with Manager (F&amp;A)</p> <p>2) Chief Engineer in consultation with Sr. Manager/AGM (F&amp;A)</p> <p>3) Executive Director in consultation with Chief General Manager (F&amp;A)</p> <p>4) Director (Operations/Projects) in consultation with Director (Finance)</p> <p>5) C.M.D in consultation with Director (Operations/Projects) &amp; Director (Finance)</p> <p>1) S.E. in consultation with Manager (F&amp;A)</p> <p>2) CE / HOD in consultation with Sr. Manager/AGM (F&amp;A)</p> <p>3) Executive Director in consultation with Chief General Manager (F&amp;A)</p> <p>4) Director (Operations)/ Director (HR) in consultation with Director (Finance)</p> <p>5) Director (Finance) in consultation with Director (Operations)</p> <p><b>DTS SCHEME</b></p> <p>1) C.E in consultation with Sr.Manager (F&amp;A) / AGM (F&amp;A)</p> <p>2) Executive Director in consultation with CGM (F&amp;A)</p> <p>3) Director (Operations) in consultation with Director (Finance)</p> <p>4) C.M.D in consultation with Director (Operations / Projects ) &amp; Director (Finance)</p>	<p>Rs.25 lakhs</p> <p>Rs. 100 lakhs</p> <p>Rs 300 lakhs</p> <p>Rs. 600 lakhs</p> <p>Rs 1000 lakhs</p> <p>Rs. 5 lakhs</p> <p>Rs. 15 lakhs</p> <p>Rs. 25 lakhs</p> <p>Rs. 50 lakhs</p> <p>Rs. 50 lakhs</p> <p>Rs 500 lakhs</p> <p>Rs.700 lakhs</p> <p>Rs. 1000 lakhs</p> <p>Full Powers</p>	<p>1) The limit should be considered as being inclusive of centages but exclusive of interest charges.</p> <p>2) The proposal for pilot projects will be approved by the C.M.D. even if the proposal are within the competency of the lower authorities</p> <p>3) Budget provision shall be made after administrative approval.</p> <p>4) The consolidated sanction amount by CE for Financial Year should not exceed Rs.500 Lakhs.</p> <p>1) The clause is applicable for DTS (Dedicated Transmission System) works such as establishment of S/S on specific demand, laying of OH lines/ UG cables, Constructions of EHV lines &amp; S/S for supply to EHV consumer.</p> <p>2) Limits for administrative approval should be considered as being inclusive of centages but exclusive of interest charges.</p> <p>3) Budget provision under "DTS" shall be made after administrative approval</p> <p>4) Technical sanction will be given by various authorities within prescribed limits as per clause I(D) below after obtaining administrative approval.</p> <p>5) The works of only Govt., Semi-govt. &amp; Public Utilities may be undertaken by MSETCL as per their request and the works of private parties shall only be supervised by charging the supervision charges applicable.</p> <p>6) The proposal wherein the investment for the work is met by developers needs not be submitted to the Board, but be submitted to CMD for approval when the amount exceeds Rs.1000 Lakhs. However, Quarterly report of such sanctioned schemes be submitted to the Board for appraisal.</p>

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Sr. No.	Nature of Powers	Authority	Limit	Remarks
	<p><b>ORC Scheme</b></p> <p>(D) Technical sanction for shifting/diversion of EHV lines &amp; or S/S equipments &amp; Other related works. <b>(As Amended vide BR No. 74/5 dt. 17.08.2012 Circulated vide No. 12667 dt. 03.09.2012)</b></p> <p>(E) Adm. approval for replacement of existing computer including accessories by new one. <b>(As Amended vide BR No. 74/5 dt. 17.08.2012 Circulated vide No. 12667 dt. 03.09.2012)</b></p> <p>(F) Revised Administrative approval for final closure of completed schemes. <b>(As inserted vide BR no-116/09 dt 18.05.2017 circulated vide no. 07463 dt 05.07.2017)</b></p>	<p><b>DTS SCHEME</b></p> <p>S.E in consultation with Manager (F&amp;A)</p> <p>CE in consultation with Sr. Manager/AGM (F&amp;A)</p> <p>1) S.E in consultation with Manager (F&amp;A) 2) CE in consultation with Sr. Manager/AGM (F&amp;A) 3) Executive Director in consultation with CGM(F&amp;A) 4) Director (Operations) in consultation with Director(Finance)</p> <p>C.M.D</p>	<p>Rs. 50 lakhs</p> <p>Full Powers</p> <p>Rs. 10 lakhs Rs. 25 lakhs</p> <p>Rs. 50 lakhs</p> <p>Rs.100 lakhs</p> <p>Upto 5% limited to Rs.2.5 Crs.</p>	<p>Authorities to execute works are deemed to be empowered to accord administrative approval and technical sanction in respect of such DTS works.</p> <p>Proposal for scrapping existing computer needs to be submitted alongwith the proposal.</p> <p>1) This power cannot be used for interim revision. 2) This clause is applicable for final closure of completed schemes only.</p>
2.	Technical sanction of detailed estimates within the administratively approved schemes/ works.	<p>1) Ex. Engineer</p> <p>2) S.E.</p> <p>3) Chief Engineer</p>	<p>Rs. 25 lakhs</p> <p>Rs.100 lakhs</p> <p>Full Powers</p>	
3.	Technical modification to the approved scheme without materially changing the scope of the work in approved scheme and not exceeding the administratively approved amount.	<p>1) S.E. in consultation with Manager (F&amp;A)</p> <p>2) Chief Engineer in consultation with Sr.Manager(F&amp;A)/AGM (F&amp;A)</p> <p>3) Executive Director in consultation with CGM (F&amp;A)</p> <p>4) Director (Operations) in consultation with Director (Finance)</p>	<p>Rs. 5 lakhs</p> <p>Rs. 10 lakhs</p> <p>Rs. 25 lakhs</p> <p>Rs. 100 lakhs</p>	These figures represent the difference in cost due to technical modifications.
4.	Invitation and opening of tenders.	<p>1) Ex.Engineer</p> <p>2) S.E.</p>	<p>Rs.25 lakhs</p> <p>Full Powers</p>	<p>1) The limits specified are the amount of the technically sanctioned estimates put to tender.</p> <p>2) The opening to be done in the presence of one personnel from accounts side.</p> <p>3) Authority competent to invite tender has also powers to extend due date of opening of tenders.</p>
5.	Fixing tender fees.	Authority competent to invite the tender.	Full Powers	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
6. A	Acceptance of Tender (As Amended vide BR No. 109/15 dt. 21.06.2016 Circulated vide No. 7036 dt. 28.06.2016)	1) Ex.Engineer in consultation with Dy.Manager (F&A)  2) S.E. in consultation with Manager (F&A)  3) Chief Engineer in consultation with Sr. Manager/AGM (F&A)  4) Executive Director in consultation with Chief General Manager(F&A)  5) Director (Operations/ Projects) in consultation with Director (Finance)  6) CMD in consultation with Director(Operations/ Projects) & Director(Finance)	Rs.25 lakhs  Rs.100 lakhs  Rs.300 lakhs  Rs.500 lakhs  Rs.700 lakhs  Rs. 1000 lakhs	1) a) EE - Upto 5% above estimated cost. b) SE - Upto 7.5% above estimated cost. c) CE - Up to 10% and beyond 10% CE will decide whether to re-tender or refer to the next higher authority 2) a) SE - Upto 5% above estimated cost.. b) CE - Upto 7.5% above estimated cost and beyond 7.5% CE will decide whether to re-tender or refer to the next higher authority. 3) a) CE-Upto 5% above estimated cost. b) Upto 7.5% above estimated cost ED with CGM (F&A). c) Upto 10%above estimated cost - Director (Operations/Projects) in consultation with Director (Finance). d) Upto 20% - CMD. Beyond 20% CMD will decide whether to re-tender or refer to the Board. 4) a) ED - upto 5% above estimated cost. b) Director - upto 10% of estimated cost. c) Upto - 20% - CMD.Beyond 20% CMD to decide whether to re- tender or refer to the Board. CMD to decide whether to retender or otherwise. 5) a) Director - upto 10% above estimated cost. b) Upto 20% - CMD. Beyond 20% CMD to decide whether to re- tender or refer to the Board. 6) The limits indicated above are Estimated cost. 7) When tender other than the lowest is accepted, reasons to be recorded and a report giving justification has to be sent to the next higher authority within one month period from the date of letter of acceptance. 8) Officers of the category of SE and below shall exercise their powers under this clause only if they are incharge of independent units. 9) The authority competent to accept tender shall have full powers to cancel the tender. 10) All tenders shall be given publicity for the period not less than 30 days. 11) If the response to the tender is "Nil" or inadequate i.e. 2 or less offers, further extension of 7 days shall be given for bid submission with due notice on web-site and in news papers in which the original tender notification was published. 12) In case where the 30 days publicity cannot be given on ground of urgency; the prior permission of the next higher authority than the authority competent to accept the tender as per GO1 shall be obtained by giving due justifications thereof for reduction in period of publicity. However, the publicity period shall not be less than 15 days in any case. 13) In case not more than two offers are qualified in technical bid the price bids shall not be opened and the re-tendering shall be done with due modifications in technical qualifying requirements (TQR) so as to enable more competition. 14) Even after retendering only 2 or less offers are technically qualified then such tenders shall be submitted to the next higher authority as per GO1 for approval than the authority competent to accept the tender. 15) CMD has discretion to relax above remarks no. 10 to 14 in the interest of work.

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Sr. No.	Nature of Powers	Authority	Limit	Remarks
6. B	"Acceptance of Tender for overhead line Works(shifting works/height raising) under ORC (As inserted vide BR No 117/24 dtd 19.06.2017 circulated vide no 7255 dtd 30.06.2017 )	1) S.E. in consultation with Manager (F&A)  2) Chief Engineer in consultation with Sr. Manager (F&A)/AGM(F&A)  3) Executive Director in consultation with Chief General Manager (F&A)  4) Director (Operations/Projects) in consultation with Director (Finance)	Rs.300 lakhs  Rs.500 lakhs  Rs.750 lakhs  Rs.1000 lakhs	1) This clause is applicable for overhead line Works/ shifting works/height raising <b>under ORC.</b> 2) a) SE in consultation with Manager (F&A) - Upto 10% above estimated cost . b) CE - Upto 20% above estimated cost 3) a) CE in consultation with AGM (F&A) - Upto 10% above estimated cost. b) Upto 20% above estimated cost ED with CGM (F&A). 4) a) ED in consultation with CGM (F&A) - upto 10% above estimated cost. b) Director(Operations/Projects) in consultation with Director (Finance) - upto 20% of estimated cost. 5) a) Director(Operations/Projects) in consultation with Director (Finance) - upto 10% above estimated cost. b) Upto 20% - CMD. 6) The limits indicated above are Estimated cost. 7) Officers of the category of SE and below shall exercise their powers under this clause only if they are in charge of independent units. 8) The authority competent to accept tender shall have full powers to cancel the tender. 9) All tenders shall be given publicity for the period not-less than 30 days. 10) If the response to the tender is "Nil" or inadequate i.e. 2 or less offers, further extension of 7 days shall be given for bid submission with due notice on web-site and in news papers in which the original tender notification was published. 11) In case not more than two offers are qualified in technical bid the price bids shall not be opened and the re-tendering shall be done with due modifications in technical qualifying requirements (TQR) (if needed) so as to enable more competition. 12) Even after retendering only 2 or less offers are technically qualified then such tenders shall be submitted to the next higher authority as per GO1 for approval than the authority competent to accept the tender. 13) CMD has discretion to relax above remarks no. 10 to 12 in the interest of the work.
7.	Awarding contracts for works through quotations (As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)	1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager/ Sr.Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM (F&A)	Rs. 2 lakhs  Rs. 3 lakhs  Rs. 3 lakhs	1) In case of urgency, work order upto Rs.50,000/- can be placed subject to post-audit. 2) Reasonability of prices to be recorded.  3) The total purchases & works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the budget for purchases & works sanctioned for the Circle, which shall include the purchases & works by Divisions, under these clauses. 4) In case of purchases & works done/ undertaken by S.E. & below, the post-facto approval from C.E. shall be obtained within a month. 5) Includes upgradation of Computer, Hardware, Printers, P.Cs., Servers, Routers, Switch, Hub, Modem etc. Computer Software, OS, Software tool, antivirus etc. 6) E-tendering process should be followed for the works above Rs. 3 lakhs.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
8.	Placing of work order on single quotation basis in case of urgency <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager / Sr. Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM (F&A) 4) Executive Director in consultation with Chief General Manager(F&A)	Rs. 25,000/- Rs. 50,000/- Rs. 2 lakhs Rs. 3 lakhs	1) The authority competent to accept the quotation should record in writing the reasons for not following prescribed procedure of invitation of quotations / tenders. 2) The reasonability of rates shall be recorded. 3) The total purchases & works under Clause 10 & 11 of Section-I and Clause 7 & 8 of Section-II shall not exceed 20% of the budget for purchases & works sanctioned for the Circle, which shall include the purchases & works by Divisions, under these clauses. 4) In case of purchases & works done/ undertaken by S.E. & below, the post-facto approval from C.E. shall be obtained within a month. 5) Includes upgradation of Computer, Hardware, Printers, P.Cs. Servers, Routers, Switch, Hub, Modem etc. Computer Software, OS, Software tool, antivirus etc. 6) E-tendering process should be followed for the works above Rs. 3 lakhs
9.	Placing of work orders on rate list/schedule of rates.	1) Sub Station In charge in consultation with Dy. Manager (F&A) 2) Asst.Engineer / Dy.Ex.Engr Incharge of Sub Division 3) Ex.Engineer 4) S.E. 5) Chief Engineer	Rs. 10,000/- Rs.25,000/- Rs. 50,000/- Rs. 1,00,000/- Rs. 2,00,000/-	1) The rate list/schedule of rate should be approved by SE in consultation with Manager (F&A) .The schedule shall be valid for a maximum period of one year. 2) The work shall be entrusted to such piece workers who are willing to do the work at the above rates irrespective of whether they had submitted quotation or not.
10.	Utilisation of services of experts, consultants, institutes other than Govt. Undertakings on single quotation basis/limited enquiry.  <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	1) Ex.Engineer . in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager/ Sr. Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM (F&A) 4) Executive Director in consultation with Chief General Manager (F&A)	Rs. 20,000/- Rs. 50,000/- Rs. 3 lakhs Rs. 3 lakhs	Advance payment upto 10% may be made if necessary for the utilisation of the services of a specialist for technical assistance. For advance payment beyond 10%, C.E. in consultation with Sr. Manager/AGM (F&A) will be Competent Authority.  E-tendering process should be followed for the works above Rs. 3 lakhs.
11.	Utilisation of the services of Experts, consultants, institutes, for matters concerning to hardware/ software development (by calling limited quotations).  <b>(As Amended vide BR No.101/16 dt. 04.07.2015 Circulated vide No. 09537dt. 16.07.2015)</b>	1) S.E. in consultation with Manager (F&A) 2) Head of Dept.. in consultation with Sr. Manager/AGM (F&A) 3) Executive Director in consultation with Chief General Manager (F&A) 4) Director (Operations) / Director (HR) in consultation with Director (Finance)	Rs. 1 lakhs Rs. 3 lakhs Rs. 3 lakhs Rs. 3 lakhs	E-tendering process should be followed for the works above Rs. 3 lakhs.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
12	Servicing of Air Conditioning Plant and other ancillaries required for Computer Centres/ Sub-stations, re-inking and re-filling of ribbons, etc., by calling tenders/ quotations and on the single quotation basis in respect of proprietary nature items. <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	1) Ex.Engineer in the field in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Sr. Manager(F&A). 3) Head of Deptt. in consultation with Sr. Manager (F&A)	Rs.50,000/-  Rs. 2 lakhs  Full Powers	E-tendering process should be followed for the works above Rs. 3 lakhs
13.	Hiring of Computer time / Computer by calling limited quotations <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537dt. 16.07.2015)</b>	Chief Engineer in consultation with Sr. Manager/AGM(F&A)		E-tendering process should be followed for the works above Rs. 3 lakhs
14.	Hiring of Agency for Punching / Data Entry Operation by inviting quotation <b>(As Amended vide BR No.101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	1) S.E in consultation with Manager(F&A) 2) C.E in consultation with Sr. Manager (F&A)	Rs. 1 lakhs Rs. 3 lakhs	E-tendering process should be followed for the works above Rs. 3 lakhs
15.	For placing Hardware/ Software Maintenance Order (AMC) I As per Purchase Order Terms. II New Orders not covered under purchase order. <b>(As Amended vide BR No. 101/16 dt. 4.07.2015 Circulated vide No. 09537dt. 16.07.2015)</b>	Not below S.E Head of Deptt. in consultation with Sr. Manager (F&A)	Rs 25 lakhs	E-tendering process should be followed for the works above Rs. 3 lakhs
16.	Utilisation of the services of Govt. Institutes & Govt. Undertakings on single quotation basis. <b>(As Amended vide BR No. 101/19 dt. 04.07.2015 Circulated vide No. 09536 dt. 16.07.2015)</b>	<b>(a)</b> 1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager/Sr. Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM(F&A) 4) Executive Director in consultation with Chief General Manager(F&A)  <b>(b)</b> 1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager / Sr. Manager (F&A)	Rs. 1 lakh  Rs. 5 lakhs  Rs. 10 lakhs  Rs 25 lakhs   Rs. 2 Crs.*  Rs. 3 Crs.*	Advance payment alongwith WO/LOI upto 10% can be made by the prescribed authorities. For making advance payments beyond 10%. Chief Engineer in consultation with Sr. Manager/AGM (F&A) will be the Competent Authority.          * or, actual value of work order but not exceeding Rs. 2 Cr and Rs. 3 Cr annually (for the respective financial year from April to March) at the Division and Circle / Zone level respectively and pertaining to security staff only when all the conditions as stated below are complied with:- 1) Rates are approved by the Government from time to time. 2) Number of security personnel to be engaged must be as per guidelines / approval of the Corporate Office. 3) Security personnel must only be engaged from Government institutes / undertakings.



Sr. No.	Nature of Powers	Authority	Limit	Remarks
17.	Utilisation of services of experts, consultants, institutes etc by inviting Tenders. <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	1) Chief Engineer in consultation with Sr. Manager/AGM(F&A) 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operations)/ Director(HR) in consultation with Director (Finance) 4) Director (Finance) in consultation with Director (Operations)	Rs. 10 lakhs Rs.15 lakhs Rs.25 lakhs Rs.25 lakhs	E-tendering process should be followed for the works above Rs. 3 lakhs
18.	Approving the execution of works of other organisation by the Company.	Chief Engineer in consultation with Sr. Manager/AGM(F&A)		
19.	Repairs to plants machinery, lines, buildings etc. <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>  (A) Ordinary repairs          (B) Placing of orders for special repairs	1) Executive Engineer in consultation with Dy. Manager (F&A)  2) S.E. in consultation with Manager (F&A)   1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager/Sr. Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM(F&A) 4) Executive Director in consultation with Chief General Manager(F&A) 5) Director (Operations) in consultation with Director (Finance)	Full Powers within overall budget allotment to their Division.  Full Powers within overall budget allotment of Circle. (including divisions)  Rs. 1 lakhs Rs. 10 lakhs Rs.50 lakhs Rs.200 lakhs Rs 1000 lakhs	1) Urgent/Breakdown repairs may be given to a party by obtaining offer from the party.  2) In case of orders to be placed on single quotation basis, reasons for not inviting tenders/quotation to be recorded in writing and approval from next higher competent authority to be obtained except in case of delegation of powers to Director (Operation) in consultation with Director (Finance)  3) E-tendering process should be followed for the works above Rs. 3 lakhs
20.	Approval for execution of works/ services pertaining to Company's Scheme when they are necessarily to be carried out by Govt. Deptt., Municipality, Municipal Corpn. & Zilla Parishad, RITES and approval for payment of deposit to them for carrying out work/services on behalf of the Company.	1) Chief Engineer in consultation with Sr. Manager/AGM(F&A)  2) Executive Director in consultation with Chief General Manager(F&A)	Rs. 25 lakhs  Rs 100 lakhs	



Sr. No.	Nature of Powers	Authority	Limit	Remarks
21.	Approval for execution of works/ services pertaining to Company's schemes when they are necessarily to be carried out by outside parties/ agencies other than those covered under 20 above and approval of payment of deposit to them for carrying out work on behalf of the Company.	1) Chief Engineer in consultation with Sr. Manager/AGM(F&A) 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operations) in consultation with Director (Finance)	Rs. 5 lakhs Rs. 20 lakhs Rs 50 lakhs	
22.	Sharing of expenditure with private bodies for approach road/water supply facilities etc. to the Company's sub-stations, etc.	Director(Operations) in consultation with Director(Finance)	Rs. 25 lakhs	
23.	Sharing of expenditure with Govt./ Semi Govt./ Local bodies/ Grampanchayats / Environmental Organisation etc. for approach road, water supply facilities etc. to Company's sub-stations, etc.	1) Chief Engineer in consultation with Sr. Manager/AGM(F&A) 2) Executive Director in consultation with Chief General Manager(F&A) 3) Director (Operations) in consultation with Director (Finance)	Rs. 5 lakhs Rs.20 lakhs Rs.30 lakhs	
24.	Placement of orders on acceptance of Tenders	1) <b>In case of tenders accepted by Executive Director and above</b> The concerned Chief Engineer 2) <b>In other cases,</b> Authority competent to accept tender.		
25.	Placing of extension orders for similar works upto 50% of original order amount in case of urgency.	1) <b>In case of tenders accepted by Executive Director &amp; above</b> Executive Director in consultation with Chief General Manager(F&A) 2) <b>In other cases,</b> The same authority who has accepted the original tender.	Rs 1000 lakhs	1) The original order should not have been placed on an urgent or emergent basis without following prescribed procedure for public tender. 2) The authorities concerned should be satisfied that there has been no significant downward trend in prices.
26.	Variation in contracted terms and conditions other than technical specifications if there are not adverse financial implications.	1) <b>In case of tenders accepted by Executive Director and above</b> Chief Engineer in consultation with GM (F&A) 2) <b>In other cases,</b> The authority competent to accept tender.		1) Reasons in such cases to be recorded. 2) Variation should not affect performance and guarantee
27.	Variation in contracted technical specification that do not affect the performance and guarantee, not involving financial implication.	1) <b>In case of tenders accepted by Executive Director and above</b> Chief Engineer in consultation with GM(F&A) 2) <b>In other cases,</b> The authority competent to accept tender.	Full Powers for no change in price or if there is reduction in price.  Full Powers for no change in price or if there is reduction in price.	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
28.	Variation in technical specifications and commercial terms and conditions involving financial implication.	1) Chief Engineer in consultation with Sr. Manager/AGM(F&A)  2) Executive Director in consultation with Chief General Manager(F&A)  3) Director (Operations) in consultation with Director (Finance)	Increase upto 5% of the value of the order or Rs. 5 lakhs which ever is less.  Increase upto Rs.10 lakhs  Increase upto Rs. 20 lakhs	
29.	Variation in contracted technical specifications that may affect the performance and guarantee but still acceptable for use with modifications and which is adequately compensated by reduction in price.	1) Chief Engineer in consultation with Sr. Manager/AGM(F&A)  2) Executive Director in consultation with Chief General Manager(F&A)  3) Director (Operations) in consultation with Director (Finance)	Reduction of 10% & above of the work order value.  Reduction between 5% & 10% of the work order value.  Reduction of 5% & below of the work order value.	
30.	Cancellation of contract in part or full after taking legal opinion  a) Where financial implications are not involved.  b) Where financial implications are involved.	1) <b>In case of tenders accepted by Executive Director &amp; above</b> Chief Engineer in consultation with Sr. Manager / AGM (F&A)  2) <b>In other cases</b> Authority competent to accept tender.  1) Chief Engineer in consultation with Sr. Manager/AGM(F&A)  2) Executive Director in consultation with Chief General Manager(F&A)  3) Director (Operations) in consultation with Director (Finance)	Extra cost to the Company upto 2% of the WO/AT or Rs.5,000/- whichever is higher.  Extra cost to the Company upto 5% of the WO/AT or Rs.20,000/- whichever is higher.  Extra cost to the Company upto 10% of the WO/AT or Rs.50,000/- whichever is higher.	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
31.	Variation in the value of the work order/AT due to variation in the quantities only in respect of items covered in the WO/AT (As amended vide BR No. 64/12 dtd. 30.06.2011)	<p><b>a) In case of tenders accepted by Executive Director &amp; above.</b></p> <p>i) Chief Engineer in consultation with Sr. Manager/AGM(F&amp;A)</p> <p>ii) Executive Director in consultation with Chief General Manager(F&amp;A)</p> <p>iii) Director (Operations) in consultation with Director(Finance)</p> <p>iv) C.M.D.</p> <p><b>b) In other cases</b></p> <p>i) Same authority competent to accept the tender.</p> <p>ii) Next higher authority over the authority competent to accept the tender</p> <p>iii) Executive Director in consultation with Chief General Manager(F&amp;A)</p> <p>iv) Director (Operations) in consultation with Director (Finance).</p>	<p>Upto 5% of the value of WO/AT or Rs.25 lakhs whichever is less</p> <p>Upto 10% of the value of WO/AT or Rs.50 lakhs whichever is less</p> <p>Upto 20% of the value of WO/AT or Rs.100 lakhs whichever is less.</p> <p>Rs 1000 lakhs</p> <p>Upto 5% of the value of WO/AT</p> <p>Upto 10% of the value of WO/AT</p> <p>Upto 15% of the value of WO/AT.</p> <p>Upto 25% of the value of WO/AT.</p>	<p>1) If the variation in the value of the WO/AT due to variation in the quantities is likely to exceed 50% then fresh tenders are to be called. However, if the work is at fairly advanced stage of completion and it is not desirable in the interest of the company to invite fresh tenders then such cases would be put up to the Board for approval. Variation in quantities beyond 50% should not be executed unless the proposal is approved by the Board of Directors.</p> <p>2) The reason for variation in the value of WO/AT due to variation in quantities should be explained convincingly and the reasons for not forecasting the increase, need to be explained in writing by the authority preparing and certifying the work.</p> <p>3) No new item/work should be considered in variation.</p> <p>4) No payments are to be released unless the variations are approved by the Competent Authority.</p> <p>5) (1) Wherever essential, interim amendments to the WO/Contract may be processed during the execution of contract. However the number of such amendments shall not exceed two.</p> <p>(2) For variation in civil quantities the second amendment shall be approved by one step higher authority as per G.O.1 To decide variation percentage (%) the total contract value (Supply + Erection + Civil) shall be considered.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
32.	To sanction execution & the rates to be paid for extra items not provided for in the order / A.T. <b>(As Amended vide BR No. 102/14 dt. 24.08.2015 Circulated vide No. 12779 dt. 05.10.2015)</b>	1) S. E. in consultation with Manager (F&A) 2) Chief Engineer in consultation with Sr. Manager/AGM (F&A) 3) Executive Director in consultation with Chief General Manager (F&A) 4) Director (Operations) in consultation with Director (Finance) 5) C.M.D in consultation with Director (Operations) & Director (Finance)	Rs.15 lakhs Rs.100 lakhs Rs.150 lakhs Rs.200 lakhs Rs. 1000 lakhs	1) The limits specified are the total value of all the extra items that the competent authority can sanction against a particular work. 2) While sanctioning the extra items, the following practice shall be adopted. (i) The extra item rate to be sanctioned shall be as per the current schedule of rates of Govt. Deptt. such as public work / irrigation , based on rates for similar items of work in the order modified to the extent due to change in specification. (ii) In case if the procedure (i) above can not be adopted for finalising the extra items , detailed rate analysis shall be made and got approved from the next higher authority before sanctioning the extra items. (iii) The rate analysis should be done in following manner. <b>1. The rate considered for extra item is to be arrived at on the basis of lowest of the latest "Cost Data" and/or "Schedules of Rates" circulated by CO for the relevant financial year.</b> <b>2. The lowest rates of materials/works as per "Latest WO/ATs" are considered for Extra item if it is less than the rates available in latest "Cost Data/Schedules of Rates". In this respect it is to be ensure that such rates are received by following due tendering process including e-tendering.</b> <b>3. The "Budgetary Offers" from 2 or more renowned manufacturers or authorised dealers of items of standard specifications are to be obtained for determination of the rate of extra item if the same is not available as per sr. no. 1 and 2 above and lowest cost received in budgetary offers is to be considered for extra item.</b> <b>4. The finalisation of rate of extra item is to be viewed in such way that allowing of such rate on extra item should reflect reasonability and prudence even though consideration of rates is without following due tender process either because of exigency of the work, compatibility issue(same agency) or limited quantity to be procured.</b> <b>5. The basis considered for rates of extra item should be clearly stated in the proposal."</b> 3) In all cases, the total cost of extra items sanctioned against a particular work order by various authorities shall not exceed 5% of the work order value. 4) In case an extra item has been substituted against an ordered item by deleting the ordered item, the difference in value of this particular extra item and value of the deleted ordered item shall only be considered for the purpose of this clause. 5) Wherever essential, interim amendments to the WO/Contract may be processed during the execution of contract. However the number of such amendments shall not exceed two(2). For variation in civil quantities the second amendment shall be approved by one step higher authority as per G.O.1. To decide variation percentage(%) the total contract value (Supply + Erection + Civil) shall be considered.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
33.	Permitting the contractor to execute the work beyond the contractual time limit without prejudice to the right of the Company for recovery of penalty/ liquidated damages.	<p>1) <b>In case of tender accepted by Executive Director and above</b> Chief Engineer.</p> <p>2) <b>In other cases,</b> Authority competent to accept tender</p>		<p>1) If the price variation is applicable to the contract under consideration, payment thereof during the extended period will be limited to the payments on the basis of scheduled date of completion or actual date of execution whichever is less.</p> <p>2) While communicating the decision, the authority concerned should inform the contractor that the permission to execute the work is subject to the decision of the competent authority as regards the levy/waival of penalty, payment of additional price variation and additional payments due to statutory variations, if any.</p> <p>3) The competent authority may also decide to defer the recovery of penalty/Liquidated damages either in part or in full pending decision of the competent authority or waiver/levy of penalty/ Liquidated damages provided sufficient retension either in cash or in form of BG is available with the company.</p>
34.	<p>Grant of extension of time limit with or without levy of penalty /liquidated damages including condonation for delay in applying for the extension of time limit by the contractors and also including the mode of recovery of penalty levied.</p> <p><b>(As Amended vide BR No. 102/15 dt. 24.08.2015 Circulated vide No. 12780 dt. 05.10.2015)</b></p>	<p>1) <b>In case of tender accepted by C.E. and above.</b> CE in consultation with AGM (F&amp;A). These powers are delegated upto the project having tender cost upto Rs. 50 Crs. For the projects having tender cost above Rs. 50 Crs powers are delegated to ED in consultation with CGM (F&amp;A)</p> <p>2) <b>In other cases,</b> Next higher authority than the one who has accepted the tender but not below the rank of S.E. in consultation with Manager (F&amp;A)</p>		<p>1) Where the delay is attributable to the contractor, apart from levy of penalty, the price variation if payable under the contract, the payment of the same shall be limited to that on the basis of scheduled date of completion or actual date of execution whichever is less. In such cases, the payment to the contractor due to increase if any, in statutory taxes/duties shall also be limited to that applicable on the contractual date of completion.</p> <p>2) Where the delay is not solely attributable to the contractor and price variation is applicable to the contract and extension of time limit is granted without levy of penalty, the competent authority may decide to pay the price variation payment based on the actual date of execution. The competent authority may also admit the claim of statutory variation in respect of Excise Duty. Sales Tax, F.E. variation, Customs Duty etc. if any.</p> <p>3) Where the delay is not attributable to the contractor, the price variation shall become payable at actuals including payment of statutory variation, in respect of Excise Duty, Sales Tax, F.E. Variation, Customs Duty etc.</p>
35.	<p>Review of decision of Competent authority under clause 34.</p> <p><b>(As Amended vide BR No. 102/15 dt. 24.08.2015 Circulated vide No. 12780 dt. 05.10.2015)</b></p>	<p>1) <b>In case of tender accepted by CE and above.</b> Executive Director in consultation with CGM (F&amp;A) upto 3 years delay. Director (Operations/Projects) in consultation with Director (Finance) above 3 years delay.</p> <p>2) <b>In other cases,</b> CE in consultation with AGM (F&amp;A) upto 3 years delay. Executive Director in consultation with CGM (F&amp;A) above 3 years delay.</p>		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
36.	<p>Power to record measurement for works:</p> <p>a) Recording of measurements.</p> <p>b) Percentage checks on measurements</p>	<p>Sub Engineer or J.E. to be nominated by S.E.</p> <p>1) A.E. or Dy.E.E. in charge</p> <p>2) E.E. in charge of works.</p>	<p>Full Powers. (For works under ground or works not available for subsequent checks such as reinforcement in the concrete members, 100% check to be exercised. For works above ground &amp; available for subsequent check, 50% check to be exercised).</p> <p>Full Powers. (10% check to be exercised both for works below ground and not available for subsequent checks as well as for works above ground &amp; available for subsequent checks).</p>	<p>1) Chief Engineer can nominate officers other than those mentioned in this clause for recording or checking of measurements due to exigency of work subject to report to the Executive Director.</p> <p>2) Before the R.A. Bill is passed, officers recording measurements and exercising checks shall certify on each R.A. Bill about having recorded / checked the measurements and that the work is as per specification.</p> <p>3) Officers exercising checks shall also indicate the measurement which they have checked.</p> <p>4) Officers exercising checks shall cover as many items as possible in their checks.</p> <p>5) Re-recording of all the measurements recorded in R.A. Bills is not necessary for the purpose of final bill. However, item wise quantities of measurements already recorded in the various R.A. Bills shall be brought forward in a consolidated form in the Measurement Book for the purpose of final bill.</p> <p>6) For the purpose of final bill percentage checks only in respect of measurements recorded in the final bill are necessary and no further checks on the measurements already recorded in the R.A. Bills are required.</p>
37.	Advance payment to the contractor other than those mentioned under Serial No 10 & 16	<p>1) Same authority who has accepted the tender but not below the rank of C.E.</p> <p>2) Director (Finance) in consultation with Director (Operations)</p>	<p>Upto 10% of the value of work order.</p> <p>Full Powers.</p>	<p>While deciding the cases for advance, the following aspects should be taken into account</p> <p>1) Company's Way's &amp; Means position</p> <p>2) Improved deliveries, if any.</p> <p>3) Any other specific advantage accruing to the Company.</p> <p>4) Advance should be covered by suitable security preferably a Bank Guarantee and such advance should normally bear interest at 1% over and above the rate of interest on the Company's borrowing on cash credit from commercial banks from time to time.</p> <p>5) Sanctioning authority may approve such other terms and conditions as may be deemed necessary in the overall interest of the Company.</p>

Sr. No.	Nature of Powers	Authority	Limit	Remarks
38.	Pre Audit / Post Audit of LOA / Work Orders	<b>In case of placement of orders by C.E/S.E</b> Sr. Manager (F&A)/ Manager  <b>In other cases,</b> Dy. Manager (F&A)	Full Powers  Full Powers	In case the post of Manager (F&A) is not sanctioned in Circle Office, these powers would be exercised by the Dy. Manager (F&A)
39.	Payment of bills for works contract: a) Running A/c.bill.          b) Final Bills.	Ex.Engineer.          1) E.E./S.E.  2) C.E.	Full Powers          Upto their limits of acceptance of tender  Full Powers	1) In case of lumpsum contract, payment may be made for units of works upto 90% of the assessed value of the completed works. 2) All R.A. bills irrespective of whether work orders have been placed by Head Office or Field Office are to be passed and paid by EE after audit upto any limit (by drawing more than one cheque if necessary) to the extent of the measurements taken and advance payment bill to the extent of value of work subject to the following provisions: i) EEs are authorised to make 75% of the payment as advance on the work done by the contractor which is assessed but not measured and recorded. The advance is to be adjusted immediately. ii) EEs are also authorised to make 75% of payment on the R.A. bills with measurement after adjustment of advances paid, if any, under (i) above and after adjustment of due recoveries. Such payment should be adjusted after auditing the R.A. bill. 3) The bills relating to price variation shall be passed only after the approval of Manager (F&A) of the Circle Office i) These powers may be exercised by various authorities subject to satisfactory completion of work and settlement of any variation from the contract. ii) All final bills must be technically scrutinised and audited at division level. In addition, final bill for works with contract value of Rs. 10 lakhs or more shall be technically scrutinised and audited at circle level also.
40.	Settlement of contractor's claim other than the extra items arising out of the works under execution and contingent to the contract.	1) SE in consultation with Manager (F&A) 2) CE in consultation with Sr. Manager/AGM (F&A) 3) Executive Director in consultation with Chief General Manager (F&A) 4) Director (Operations) in consultation with Director (Finance) 5) CMD in consultation with Director(Operations) & Director (Finance)	Rs.30,000/-  Rs. 2 lakhs  Rs.10 lakhs  Rs. 25 lakhs  Rs. 1000 lakhs	1) A report shall be submitted to the C.E. by S.E. in respect of claims settled by them. 2) All the cases have to be audited by the head of the A/c. Section of the respective office in respect of claim settled upto & including the level of Chief Engineer.



Sr. No.	Nature of Powers	Authority	Limit	Remarks
41.	Refund or forfeiture of Earnest Money	1) <b>In case of tenders accepted by Executive Director and above</b> Chief Engineer 2) <b>In other cases,</b> Authority Competent to accept the tender.		
42.	Refund of security deposit.  a) In respect of tenders accepted upto and including the level of Chief Engineer.  b) In respect of tenders accepted by Executive Director & above.	Authority competent to accept the tender.  CE in consultation with Sr. Manager /AGM (F&A)		Security Deposit shall normally be refunded in accordance with the terms of contract. However, the C.A.may refund the S.D. at its discretion at any stage after satisfactory execution of the work.
43.	Hiring of equipment for works on each occasion. <b>(As Amended vide BR No. 101/16 dt. 4.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>  a) From Govt./Semi Govt. Deptt.      b) From Private parties	1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM(F&A)  1) S.E. in consultation with Manager (F&A) 2) Chief Engineer in consultation with Sr. Manager/AGM(F&A)	Rs.50,000/- Rs 2 lakhs Rs. 3 lakhs  Rs. 50,000/- Rs. 2 lakhs	1) It is to be ensured that the equipment is not readily available with the Company, at the place required in adequate number / quantities. 2) In case of hiring equipments from private parties, the rate should not be higher than those charged by the Govt./Semi Govt. Deptt. 3) Whenever such hiring period exceeds one month, the Officer operating the equipment shall obtain the permission of the next higher authority. 4) E-tendering process should be followed for the work above Rs. 3 lakhs.
44.	Diversion of equipment/ materials ordered against the scheme for expeditious completion of other schemes and utilisation of the available equipment gainfully.	1) E.E./SE /CE & Executive Director within their jurisdiction 2) <b>In all other cases,</b> Director (Operation.)		
45.	Utilisation of the provision of contingencies in the sanctioned schemes.	1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S. E. in consultation Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM(F&A) 4) Executive Director in consultation with CGM (F&A)	Rs.50,000/- Rs. 2 lakhs Rs.20 lakhs Rs. 100 lakhs	An estimates shall be prepared in each case and should be got approved from the Competent Authority within the powers delegated.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
46.	Grant of compensation towards damages caused to immovable property (including damages to the crops and trees) while laying transmission lines, aerial rope way etc. on private property. <b>(As Amended vide BR No. 59/32 dt. 30.12.2010)</b>	1) Ex.Engineer in consultation with Dy. Manager (F&A) 2) S.E. in consultation with Manager (F&A) 3) Chief Engineer in consultation with Sr. Manager/AGM(F&A) 4) Executive Director in consultation with CGM(F&A) 5) Director (Projects/ Operations) in consultation with Director (Finance)	Rs 100,000/- Rs 5,00,000/- Rs 10,00,000/- Rs 20,00,000/- Rs 50,00,000/-	1) The Panchnama to be prepared with help of Revenue / Gram panchayat authorities for crop compensation. 2) For Land Compensation for the land occupied by Tower as decided by Collector/ Dy. Collector
47.	Sanction for acquisition/lease of land for administratively approved schemes. a) Through revenue Deptt./ CIDCO/ MIDC and other public sector undertakings/ Local bodies / Semi- Govt.Bodies / Autonomous Bodies etc. b) By Private negotiation <b>(As Amended vide BR No. 41/07 dt. 09.06.2009)</b>	CE in consultation with Sr. Manager/AGM (F&A). 1) CE in consultation with Sr. Manager/AGM (F&A) 2) Executive Director in consultation with Chief General Manager(F&A). 3) Director (Operations/Project) in consultation Director (Finance) 4) CMD in consultation with Director (Finance) 5) The Board of Directors	Rs.1 lakhs Rs.5 lakhs Rs.10 lakhs Rs. 100 lakhs Full powers	<b>APPLICABLE TO (a) ONLY</b> 1) Payment to be made by EE on certificate of land acquisition Officer after approval of Competent Authority . EE to execute documents. 2) CE shall have full powers to process the land acquisition proposal through Revenue Deptt. on approval of plans by concerned Executive Director. Payment shall, however, be approved by the competent authority mentioned in this clause on demand by the Revenue Department. 3) In case of acquisition/lease before administrative approval, Executive Director in consultation with Chief General Manager (F&A) will have powers upto Rs.10 lakhs.
48.	Awarding of Annual contracts for the transportation, clearance of materials, loading and unloading and stacking thereof.	<b>A) CENTRAL PURCHASE AGENCY</b> 1) Ex.Engineer in consultation with Sr. Manager (F&A) 2) S.E. in consultation with the AGM (F&A)  <b>B) OTHER THAN CPA</b> 1) Ex. Engineer / ACPO in consultation with Dy. Manager (F&A) 2) SE in consultation with Manager (F&A) 3) CE in consultation with Sr. Manager/AGM (F&A)	Rs 10 lakhs Rs. 25 lakhs  Rs 20 lakhs Rs.50 lakhs Rs. 75 lakhs	1) Tenders shall be invited through Public Advertisements. 2) In case fresh annual tender is not finalised the competent authority with the consent of the Transport Contractor may extend the annual contract in operation for a further period of 3 months, on the same terms and conditions of the original contract. The reasons for not finalising the tender should be recorded.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
49.	Awarding of casual contracts by inviting tenders for the transportation of materials, loading , unloading and stacking thereof. <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	1) Ex.Engineer / ACPO in consultation with Dy. Manager/Manager (F&A) 2) SE in consultation with Manager (F&A) 3) CE in consultation with Sr. Manager/AGM (F&A)	Rs. 5 lakh Rs. 10 lakhs Rs 25 lakhs	E-tendering process should be followed for the work above Rs. 3 lakhs.
50.	Awarding of casual contracts by inviting limited quotations from transport agencies in the area. <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	<b>A) CENTRAL PURCHASE AGENCY</b> 1) Ex.Engr.in consultation with Sr. Manager (F&A) 2) S.E. in consultation with AGM (F&A)  <b>B) OTHER THAN CPA</b> 1) Dy.Ex.Engineer (St) 2) Ex.Engineer / ACPO 3) S.E. 4) Chief Engr. 5) Executive Director in consultation with Chief General Manager (F&A).	Rs.25,000/- Rs. 2 lakhs  Rs.50,000/- Rs. 2 lakhs Rs. 3 lakhs Rs. 3 lakhs Rs 3 lakhs	1) For casual contracts upto Rs.50,000/- Security Deposit need not be taken at the discretion of the competent authority. 2) For other than CPA, these powers are to be exercised in consultation with the highest officer of the Accounts Cadre attached to the respective Offices. 3) SE / Dy.C.E. in CPA and C.E. in other offices should prepare a list of the approved transport agencies in their area and quotations shall be invited from the agencies from this list. 4) Reasonability of the rate shall be certified. 5) E-tendering process should be followed for the work above Rs. 3 lakhs.
51.	Awarding casual contracts on single quotation basis for the transportation of Company's material <b>(As Amended vide BR No. 101/16 dt. 04.07.2015 Circulated vide No. 09537 dt. 16.07.2015)</b>	1) CE in consultation with Sr. Manager/AGM (F&A)  2) Ex.Director in consultation with Chief General Manager (F&A).	Rs. 3 lakhs on each occasion  Rs. 3 lakhs on each occasion	1) Powers under this clause shall be exercised only for the transportation of large and heavy equipments requiring special lifting equipment. 2) E-tendering process should be followed for the works above Rs. 3 lakhs.

## **SECTION - III**

**CASH, IMPEREST, ETC.**

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED (MSETCL)**  
**SCHEDULES OF POWER**  
**SECTION III (CASH, IMPREST, ETC)**

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1.	<b>Grant of Imprests / Advances</b>			
<b>A)</b>	<b>Permanent Imprest</b> For day to day sundry expenses and petty payments including postage, telegrams and conveyance etc.	<b>HEAD OFFICE :</b> HOD & CGM(F&A)/ GM(F&A) / AGM(F&A)/Sr. Manager (F&A)  <b>FIELD OFFICE :</b> An Officer-in-charge of a Division, Circle or Zonal Office not below the rank of E.E To E.E or equivalent  To Dy.E.E./A.E.  To J.E. / Sub- Engineer / Head Cashier/ Stores Supdt., or equivalent  To Cashier/ LDC/ U.D.C. / Foreman, or equivalent	Rs. 10 lakhs      Upto Rs.5000/- in each case.  Upto Rs.3000/- in each case  Upto Rs.2000/- in each case  Upto Rs.1000/- in each case	1 The Competent Authority before granting the advance shall satisfy himself that it is necessary to grant him a permanent advance in the interest of work. 2 Accounts of permanent imprest be submitted as frequently as may be necessary, even once or twice a week. However, it must invariably be submitted no sooner than 50% of the amount is spent. but in any case once in two months irrespective of the amount spent.          1) In the case of 1-B (I), the advance is not to be paid to a person below the rank of a Sub-Engineer or Asstt. Accountant except to the Cashier.
<b>B)</b>	<b>Temporary Advance :</b> I) For payment of monthly salaries and wages	<b>HEAD OFFICE :</b> CGM (F&A) / GM (F&A) / AGM (F&A)/ Sr. Manager (F&A)  <b>FIELD OFFICE :</b> An Officer-in-Charge of Division, Circle or Zonal Office not below the rank of E.E.	To the Full extent of the amount actually payable      To the Full extent of the amount actually payable	.

Continued....

Sr. No.	Nature of Powers	Authority	Limit	Remarks
	<p>ii) For payment of specific expenditure such as transport , packing and handling, casual labour and surveying, payment of Railway Freight &amp; allied charges, (a place where Rly.Credit note facility has not been arranged) ceremonies, functions arranged as per rules, and also for petty purchases.</p> <p><b>(As Amended vide BR No. 110/10 dtd. 28.07.2016 Circulated vide No. 08888 dt. 12.08.2016)</b></p>	<p><b>HEAD OFFICE :</b> CGM(F&amp;A) / GM(F&amp;A) / AGM (F&amp;A)/ Sr. Manager (F&amp;A)</p> <p><b>FIELD OFFICE :</b> An Officer-in-charge of Division, Circle or Zonal Office not below the rank of E.E.</p>	<p>To the full extent of the amount actually payable, or if that amount is not known, to the extent of the estimated amount.</p> <p>To the full extent of the amount actually payable, or if that amount is not known, to the extent of the estimated amount.</p>	<p>2) The following further limits should also be observed in case of I B (ii)</p> <p>(ii) Designation of employee      Maximum limits of Advance.</p> <p>I) L.D.C.      Upto Rs.1000/-</p> <p>ii) Store Keeper/ Sub-Engr/ A.A./UDC or equivalent      Upto Rs. 5000/-</p> <p>iii) Jr. Engr./ A.E./ Dy. Manager (F&amp;A)/ or equivalent      Upto Rs.10000/-</p> <p>iv) Dy.E.E. or equivalent      Upto Rs.15000/-</p> <p>3) The accounts of all temporary advances should be submitted to the sanctioning authority within 3 days after the amount is spent.</p> <p>4) Not more than two consecutive advances should be allowed to remain outstanding against any person, i.e. the third advance should not be paid unless the account of the first of the earlier of the two advances has been submitted .</p> <p>5) In relaxation of the condition specified in Note-4 above, the C.G.M.(F&amp;A) in the H.O. may grant two more advances to a person for reasons to be recorded in writing</p> <p>6) If the submission of the account of advances is overdue beyond seven days, written explanation of the holder of advance should be obtained and further action shall be taken</p>
2.	Operation of the Safe Deposit Account	Jointly by any two of the following CGM (F&A) / GM(F&A) / AGM (F&A)/ Sr. Manager (F&A)	Upto any amount	
3.	Powers to purchase, endorse, transfer, sell or otherwise dealing with Government Securities including investment with Banks.	<p>I) AGM (F&amp;A)</p> <p>ii) CGM (F&amp;A)/GM(F&amp;A)</p> <p>iii) Director (Finance)</p>	<p>Upto and inclusive of Rs 50 lakhs</p> <p>Upto and inclusive of Rs 1 crore</p> <p>Above Rs.1 crore</p>	
4.	<p>Maximum amounts of Cash (excluding drafts and cheques) to be kept in H.O., Zonal Office, Circle Office, and Divisions</p> <p>(I) <b>HEAD OFFICE :</b> (ii) <b>FIELD OFFICE :</b> Circle Office/ Divisional Office / Major Stores</p>		<p>Rs.50,000/-</p> <p>Rs. 25,000/-</p>	<p>1 In special cases the Director(Finance) is authorised to fix or vary the limit.</p> <p>2 S.Es in Circles, and Executive Engineers in Divisions are authorised to permit for reasons to be recorded in writing, the holding of cash, not exceeding double the prescribed normal limits, due to exigencies of work.</p>
5.	Condonation of the retention of cash in excess of permissible limits.	<p><b>i) HEAD OFFICE</b> CGM(F&amp;A) / GM(F&amp;A) / AGM (F&amp;A)/ Sr. Manager (F&amp;A)</p> <p><b>ii) FIELD OFFICE :</b> a) <u>Circle Offices</u> C.E b) <b>All Divisional Offices or other units</b> S.E. of the concerned unit.</p>		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
6.	Condonation of irregularities in remittance of Cash Collected.	i) <b>HEAD OFFICE</b> C.G.M.(F&A) / G.M (F&A) ii) <b>FIELD OFFICE</b> a) <u>Circle Office.</u> C.E b) <b>Other field offices</b> S.E. of the circle concerned		
7.	Permitting or condoning payments made without preaudit in exceptional cases.	<b>Head Office</b> CGM(F&A) / GM(F&A) <b>Field</b> Sr.Manager (F&A)		If in special circumstances payments have been made without pre-audit, such payments should be got post-audited at the earliest and a register should be maintained of all such cases indicating briefly the circumstances and the date of post audit.
8.	Permitting payments despite audit objection	Officer in charge not below the rank of Ex.Engineer in charge of Division Office		If in respect of any payments or transaction, the Dy. Manager (F&A) or Officer in-Charge of Accounts of the unit opines that the payment is not justified, he should record his opinion with reasons and bring it to the notice of the incharge of the unit. If his objection is overruled by the latter, he should record his objection in a register and submit the same to the Officer in-charge of the unit and the latter will record in the register, his reasons for over ruling the objection. Dy. Manager (F&A) or Officer in-charge of the Accounts of the unit shall report, in detail, every such instance to the C.G.M. (F&A). The register shall be in the custody of the Dy. Manager (F&A) or Officer-in-charge of the Accounts of the Unit and shall be available for inspection by the C.G.M. (F&A) / S.E. or by any officer deputed by either of them.
9.	Signing of Money Receipts	<b>HEAD OFFICE :</b> a) Manager (F&A) / Sr.Manager (F&A) b) Dy.Manager (F&A) / Head Cashier c) Cashier  <b>FIELD OFFICE :</b> a) Dy E.E / Manager (F&A) b) A.E. / Dy.Manager (F&A) c) Assistant Accountant / J.E / Cashier in Division Office/ Circle Office	Without limit Upto Rs.5,00,000/- Upto Rs.1,00,000/-  Without limit Upto Rs.1 lakhs Upto Rs. 50,000/-	
10.	Authorising payments of penalty or interest charges on account of late payment of dues by the Company	<b>HEAD OFFICE :</b> GM (F&A) C G M (F & A) Executive Directors. Director (Finance) in consultation with Director (Operations) / Director (HR)  <b>FIELD OFFICE :</b> C.E. S.E. / Dy C.E E.E.	Upto Rs.2,000/- Upto Rs. 5,000/- Upto Rs. 25,000/- Upto Rs.50,000/-  Upto Rs.5,000/- Upto Rs.2,000/- Upto Rs. 500/-	
11.	Condonation of procedural or other irregularities after satisfying that such irregularities occurred in the course of the action taken in the interest of work and that they did not involve additional liabilities to the Company.	Head of the Department		



Sr. No.	Nature of Powers	Authority	Limit	Remarks
12.	Withdrawal & signing cheques. (As Amended vide BR No. 113/4 dt. 27.12.2016 Circulated vide No. 00156 dt. 04.01.2017)	I) Manager (F&A) / Dy EE or A.E in a Divn Office (Singly) ii) Officer in-charge of a Divn or Major Stores or EE in a Circle or zonal Office iii) Office in-charge of a Circle Office iv) Sr.Manager (F&A) in Head Office or in Field v) (a) AGM(F&A) in Head Office v) (b) AGM (F&A) in Field Office vi) GM (F & A) in Head Office vii) CGM (F & A) / <b>CE (LD) with AGM (F&amp;A) in SLDC</b> viii) Officer in-charge of Divn or Major Stores or EE in Circle Office jointly with Manager (F&A) in Circle Office or Major Stores or Dy.Manager (F&A) in Divn Office ix) Officer in-charge of Circle Office jointly with Manager (F&A) in Circle Office x) AGM F&A (SB) with Sr.Manager (F&A) in Head Office xi) AGM F&A (WM) jointly with Sr.Manager (F&A) or Manager (F&A) in WM Section xii) GM(F&A) with AGM (F&A) or Sr.Manager (F&A) in SB Section in Head Office xiii) CGM (F& A) jointly with GM(F&A) or AGM (F&A) or Sr.Manager (F&A) in Head Office xiv) Director(Finance) / Director (Operations) / Director(HR) jointly with CGM (F& A) or GM(F&A) or AGM (F&A) or Sr.Manager (F&A)	Rs 1 lakhs Rs 2 lakhs Rs 10 lakhs Rs 10 lakhs Rs 20 lakhs Rs 10 lakhs Rs 50 lakhs Rs 2 crores Rs 10 lakhs Rs 20 lakhs Rs 1 crore Rs 2 crore Rs 2 crore Rs 25 crore without any limit	
13.	Approval for opening the operative and non-operative accounts in respect of a newly established office	Director(Finance)		
14.	A To open a operative account with the local branch of an approved Bank in existing Offices B To open a Non operative account for crediting of revenue & other collection /receipts in existing Offices	CGM (F&A) Zonal Chief Engineer		Before opening of non-operative account AGM (F&A)(WM) shall be consulted.

## **SECTION - IV**

# **MISCELLANEOUS MATTERS**

# MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED (MSETCL)

## SCHEDULES OF POWER

### SECTION - IV - MISCELLANEOUS MATTERS

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1.	<p>Insurance</p> <p>A) Of Stores and Plant and Equipment</p> <p>i) during transit.</p> <p>ii) during erection and commissioning.</p> <p>iii) During removal of Plant &amp; equipment for reuse/repairs</p> <p>B) Of vehicles</p> <p>C) In other cases including insurance of personnel.</p>	<p>Ex.Engineer &amp; above</p> <p>Officer-in-charge of vehicles.</p> <p>Sr.Manager (F&amp;A)/ AGM(F&amp;A) / S. E.</p>		Vehicles in Mumbai City to be insured against comprehensive risk. Vehicles in field offices to be insured against third party risk only.
2.	<p>(A) Fixing Advertisement rates and revision / inclusion / deletion of the news papers in the approved list.</p> <p>(B) Incurring expenditure on postage, telegrams, courier, revenue stamps, Fax, E-Mail and advertisements.</p>	<p>Director (HR) in consultation with the Director (Finance)</p> <p><b>HEAD OFFICE</b> Officer concerned not below the rank of E.O./S.E.</p> <p><b>FIELD OFFICE</b> Officer concerned not below the rank of E.E</p>	In accordance with the guidelines decided by the Company and as per norms adopted by the Company	<p>Director (HR) in consultation with the Director (Finance) shall be the Competent Authority to revise the rates of classified advertisements every year.</p> <p>1) Authority competent to approve issue of advertisement to newspapers shall be competent to issue advertisements to news papers which are not included in the approved list only in respect of advertisements which are of purely local nature and required to be published in local newspapers as no local newspaper is included in the approved list.</p> <p>2) Director (HR) shall be competent to waive any of the conditions prescribed for issue of advertisement.</p>
3.	Payment of statutory duties such as motor vehicles tax, octroi duty, N.A.Tax , Municipal Tax, etc.	<p><b>HEAD OFFICE:</b> Head of Deptt. Concerned</p> <p><b>FIELD OFFICE</b> Officer concerned not below the rank of Pay Gr.I for their respective offices/ Sub-Dns/ Stores</p>		
4.	Sanctioning of clothing for employees as per standards laid down by the Company	<p><b>HEAD OFFICE</b> Chief General Manager (HR)</p> <p><b>FIELD OFFICES</b> In charge of office not below the rank of pay Gr.I for the Circle Offices /Dn. Office/Major Stores.</p>		

Sr. No.	Nature of Powers	Authority	Limit	Remarks
5.	Payment of deposit to outside parties for tools/ plants /equipments/ Office Equipment (whenever it is required on hire).	<b>HEAD OFFICE</b> Head of Deptt. concerned in consultation with Chief General Manager (F&A)  Director (Operations)/ Director (HR) in consultation with Director (Finance) or Director(Finance) in consultation with Director(Operations)  <b>FIELD OFFICES</b> Officer concerned not below the rank of E.E. in consultation with Dy.Manager (F&A) /Manager (F&A)  C.E in consultation with Sr. Manager (F&A)	Rs.25,000/-  Above Rs.25,000/-  Rs.10,000/-  Rs. 25,000/-	
6.	Library and other books, subscription to news papers and periodicals.(including copies of Acts, Rules, standards etc.)	<b>HEAD OFFICE</b> Director (Operations)/ Director (Finance)/ Director (HR)/ Executive Director  Head of Deptt./Chief Legal Advisor  Officer of the rank of SE  Officer of the rank of AGM(F&A)/ Sr.Manager (F&A) / E.O. and above.  <b>FIELD OFFICES</b> Officer concerned not below the rank of S.E.  Officer concerned not below the rank of E.E. in charge of Dn./ Stores not below the rank of E.E. in charge of Dn./ Stores	Annual limit Rs 50,000/-  Rs 15,000/-  Rs 7,500/-  Rs.3000/-  Rs.7500/-  I) Rs.1000/- for purchase of Acts, rules and other reference books only  ii) Rs.1500/- per Sub-Dn. (unit) including his own office for newspapers only.	
7.	Subscription for internet connection	C.E in field / H.O.D	Full Powers	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
8.	Incurring petty office expenses and contingencies including sundry purchases.	<b>HEAD OFFICE</b> Director (Operations) / Director (Finance) / Director(HR) Head of Department  Officer concerned not below the rank of S.E.  AGM(F&A)/ E.O. & equivalent Sr.Manager (F&A)/EE and equivalent.  <b>FIELD OFFICE :</b> Chief Engineer  Officer concerned not below the rank of S.E.  Executive Engineer in-charge of the Division Other Officers not below the rank of E.E Officer not below the rank of Manager (F&A)/APO/ S.D.O	Upto Rs. 20,000/- at time Upto Rs.10,000/- at a time  Rs. 2000/- at a time.  Rs.500/- at a time. Rs.250/- at a time.  Rs.10,000/- at a time Rs. 2000/- at a time  Rs. 500/- at a time Rs. 250/- at a time Rs.200/- at a time.	
9.	Entertainment in connection with visits of VIPs, important suppliers, Senior Govt. or Govt. Undertaking Officers etc. and for conferences and meeting	Director (Finance) / Director (Operations) / Director(HR) as the case may be for their respective Wings.  Executive Director concerned  Head of Departments/C.E. in H.O.and Field Offices.  Officer concerned not below the rank of S.E./E.O. and equivalent.  E.E./Sr.Manager(F&A) and equivalent Officers and Incharge of Stores and Dy E.O in Zonal Office  AE / Dy.EE in-charge of Sub Dn.	Upto Rs. 1 lakh on each occasion  Upto Rs.20,000/- on each occasion. Upto Rs.10,000/- on each occasion.  Tea, Coffee & light refreshments with annual limit upto Rs 10,000/-  Tea, Coffee & light refreshments with annual limit upto Rs 2,000/-  Tea, Coffee & light refreshments with annual limit upto Rs 1,000/-	
10.	Expenditure on ceremonial functions and sports.	Director (Operations)/ Director (Finance)/ Director (HR) Ex Director concerned  Head of Department	Rs. 1 lakhs on each occasion Rs. 10,000 on each occasion Rs. 2,000/- on each occasion.	Ceremonial function means business related function of the company.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
11.	<p>A) Expenditure on participation in exhibitions sponsored by State or Central Government.</p> <p>B) Expenditure on participation in exhibitions, fairs etc. sponsored by Private agencies.</p>	<p>Director (Operations)/ Director (Finance)/ Director (HR)</p> <p>Director(Operations) in consultation with Director (Finance).</p>	<p>Rs.20,000/- on each occassion.</p> <p>Powers to incur expenditure upto Rs.25,000/-</p>	
12.	To sanction Water Cooler/Water purifier etc. for office	Head of Department		
13.	To incur expenditure on providing & serving drinking water provision for air cooler, tattis and watering thereof during hot weather.	Officer concerned not below the rank of C.E./ S.E./E.E. for the areas under their jurisdiction.		
14.	Providing Staff vehicles for distinguished visitors or when requested by Govt. Deptt. for use of any distinguished visitors or any special officer.	Officer in charge of vehicle not below the rank of E.E.		<p>i) A log book should be maintained.</p> <p>i) In case of Govt. Deptt. charges shall be levied as per the Schedule.</p> <p>ii) In case, no charges are to be levied, approval of the next higher authority to be obtained.</p>
15.	Taking on rent Store houses, Offices, garages, Workshop etc.	<p>Director(Operations)/ Director (HR) concerned in consultation with Director (Finance).</p> <p>Executive Director in consultation with Chief General Manager (F&amp;A)</p> <p>Chief Engr. in consultation with Zonal Sr.Manager (F&amp;A)/AGM (F&amp;A)</p> <p>Officer not below the rank of S.E.in consultation with the Zonal Sr.Manager (F&amp;A)/Manager (F&amp;A)</p> <p>Officer concerned not below the rank of E.E. in consultation with Dy.Manager (F&amp;A)/Manager (F&amp;A)</p>	<p>Upto Rs.2,00,000/- per month.</p> <p>Upto Rs.50,000/- per month.</p> <p>Upto Rs.10,000/- per month.</p> <p>Upto Rs.5,000/- per month.</p> <p>Upto Rs. 1000/- per month</p>	<p>1) The cases for hiring residential accomodation should be decided in terms of powers delegated under as amended from time to time.</p> <p>2) The above limits prescribed for hiring of office accomodation etc.are inclusive of, incidence of all taxes,duties cess etc. as may be applicable to the place.</p> <p>3) The cases of enhancement of rent after the expiry of original lease period should also be decided by the concerned officers who have been delegated powers for hiring of accomodation.</p> <p>4) In case the premises are required by field officers specified herein for their own offices, the sanction of next higher authority should be obtained.</p>
(A)	Payment of advance rent/deposit wherever involved.	<p>Director (Finance)</p> <p><b>FIELD OFFICE</b> Officer concerned not below the rank of E.E.</p>	<p>Full Powers</p> <p>Maximum amount equivalent to 3 months rent.</p>	
(B)	Payment of brokerage, wherever involved.	Director (Finance)	Equivalent to 2 months rent.	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
16.	To make advance payment to any Govt./ Semi. Govt. Private Party or local body in the interest of Company's work.	Director(Finance)		
17.	Service & repairs of machines, electric fans, wall clocks, and any other office equipment and hiring of typewriters/ office equipments/ furnitures etc. (excluding computers)	<b>HEAD OFFICE</b> Officer of the rank of A.P.O./Manager (F&A) and above nominated by the Head of Department.  <b>FIELD OFFICE</b> Officer in charge of the unit not below the rank of E.E.		
18.	Repairs and Maintenance to Motor Vehicle, Purchase of spare parts, batteries etc.	Officer-in-charge of vehicles not below the rank of E.E.	Upto the limit specified at Statement 'A' enclosed  (Refer Pg. No. 44 )	1) The prescribed limits do not include (a) Cost of Fuel i.e. petrol, diesel (b) Cost of lubricants such as engine oil, break oil, (c ) Statutory Charges like Vehicle tax, insurance, inspection fees, (d) Cost of vulcanising tyres and tubes, (e) Cost of retreading / remoulding of tyres and tubes (f) Purchase of tyres & tubes and (g) Servicing/ replacement of batteries.
19.	Use of Seal	<b>HEAD OFFICE :</b> Officers competent to execute agreement deeds or instruments.		The Seal and the relevant Register shall be in the custody of Company Secretary
20.	Fixing of sale price of Publications of the Company	Head of Department / Chief Engineer		
21.	Levy of fees for furnishing information regarding receipt issued for payment made or any other similar information required by contractors in respect of the past years.	<b>HEAD OFFICE</b> Chief General Manager (F&A)/GM(F&A) at his discretion.  <b>FIELD OFFICE</b> Officer in charge of Unit not below the rank of E.E		
22.	To award half yearly contract for hire of labour only on item rate basis separately for 3 functions viz Loading / Unloading and Stacking / arranging	<b>HEAD OFFICE</b> C.E.(Stores)  <b>FIELD OFFICE</b> E.E. (Stores)/ ACPO at Major Stores	Rs.10,000/- per year	1) No tender condition regarding minimum charges of any kind will be accepted while awarding the contract and irrespective of quantity of the work the contract will cease to operate after expiry of 6 months period. 2) Quotations on limited enquiry basis will be invited and if only one quotation is received, the approval of next higher authority will invariably be obtained. 3) This delegation of power is independent of and apart from any provision of engaging departmental labour as in case of annual physical verification work. 4) Earnest Money need not be insisted upon but for waiver of conditions of Security Deposit and liquidated damages approval of next higher authority will invariably be obtained.



Sr. No.	Nature of Powers	Authority	Limit	Remarks
23.	To appoint professionals for specialised work and to fix up and sanction their fees / expenses.	Director (Finance) / Director (Operations) / Director (HR) as the case may be	Rs 100 lakhs	
24.	To hire taxi or any other vehicle for (a) movement of Officers for Supervision/official work, (b) movement of staff for attending consumer complaints, (c) other activities in the interest of Company's work provided Company's vehicle is not allotted for official use or where it is allotted for official use it cannot be used for any reason such as being out of order under repair's or non-availability of driver or any other reason, and (d) for meeting emergent requirement.	1) Head of the Deptt. in H.O.  2) Zonal & Other Chief Engineer in field		The delegation of powers is subject to the conditions that the officer hiring taxi/vehicle shall -  i) record the specific reason for hiring. ii) ensure that the expenditure on hiring is in the interest of Company work. iii) follow the procedure for awarding casual contract. iv) satisfy that the charges are reasonable in relation to the quality of the service rendered, and v) maintain separate proper account of expenditure incurred on hire charges
25.	Authorise and make payment of Penalty and or Interest Charges imposed on Company or any of the Company's Officer by any Court Judicial Magistrate, State or any other statutory authority on account of non-compliance with the statutory provision or violation of any law, provided the competent authority is satisfied that the officer concerned was not personally responsible for the offence / criminal breach or non-compliance etc.	Director (Finance) in consultation with Director (HR)/ Director (Operations)  Head of the Deptt.	Upto Rs.50,000/-  Upto Rs.5000/-	
26.	Writing off Losses A) Loss due to Natural Calamities	C.M.D in consultation with Director(Operations) and Director(Finance) Director(Operations) in consultation with Director(Finance) Director(Finance) in consultation with Director(Operations) Executive Director in consultation with CGM (F&A) C.E / HOD in consultation with Sr.Manager (F&A) / AGM (F&A) S.E in consultation with Manager (F&A)	Upto Rs. 10 lakhs  Upto Rs. 5 lakhs  Upto Rs. 5 lakhs  Upto Rs. 2 lakhs  Upto Rs. 1 lakhs  Upto Rs. 50,000/-	

Sr. No.	Nature of Powers	Authority	Limit	Remarks
	<p>B) Loss due to reasons other than Natural Calamities</p> <p>C) Writing off of Bad Debts</p>	<p>C.M.D in consultation with Director (Operations) and Director(Finance)</p> <p>Director (Operations) in consultation with Director (Finance)</p> <p>Director (Finance) in consultation with Director (Operations)</p> <p>Executive Director in consultation with CGM (F&amp;A)</p> <p>C.E / HOD in consultation with Sr.Manager (F&amp;A)</p> <p>S.E in consultation with Manager (F&amp;A)</p> <p>E.E in consultation with Dy.Manager (F&amp;A)</p> <p>C.M.D in consultation with Director (Operations) and Director(Finance)</p> <p>Director(Operations) in consultation with Director(Finance)</p> <p>Director(Finance) in consultation with Director(Operations)</p> <p>Executive Director in consultation with CGM (F&amp;A)</p> <p>C.E / HOD in consultation with Sr.Manager (F&amp;A)</p> <p>S.E in consultation with Manager (F&amp;A)</p> <p>E.E in consultation with Dy.Manager (F&amp;A)</p>	<p>Upto Rs. 5 lakhs</p> <p>Upto Rs. 2 lakhs</p> <p>Upto Rs. 2 lakhs</p> <p>Upto Rs. 1 lakhs</p> <p>Upto Rs. 50,000/-</p> <p>Upto Rs. 10,000/-</p> <p>Upto Rs. 2,000/-</p> <p>Upto Rs. 5 lakhs</p> <p>Upto Rs. 1 lakhs</p> <p>Upto Rs. 1 lakhs</p> <p>Upto Rs.50,000/-</p> <p>Upto Rs. 25,000/-</p> <p>Upto Rs. 5,000/-</p> <p>Upto Rs. 1,000/-</p>	
27.	Administrative approval for Outsourcing of services(other than Consultancy) for specific nature of work	<p>Director(Operations)/ Director(HR) in consultation with Director (Finance)</p> <p>Director (Finance) in consultation with Director (Operations)</p>	<p>Full Powers</p> <p>Full Powers</p>	Outsourcing Order is to be placed after following prescribed procedure & as per the powers delegated in Section II (Works). CGM(F&A) / CGM (HR) will exercise above powers in this respect on par with Chief Engineer.
28.	<p>Powers to issue instructions/ procedures / determinations of rates for Legal Affairs of the company.</p> <p><b>(As inserted vide BR No. 106/12 dt. 02.03.2016 Circulated vide No. 3344 dt. 28.03.2016)</b></p>	CMD in consultation with Director Finance and Chief Legal Advisor.	Full Powers	Instructions/procedures will be in the line with principles/ methods/ practices of L&JD. GoM.
29.	<p>Administrative approval for Outsourcing of Manpower (Other than consultancy) for the work of substations /offices.[eg: security guards, providing skilled /semi skilled technicians, etc]</p> <p><b>(As inserted vide BR No. 109/15 dt. 21.06.2016 Circulated vide No. 7036 dt. 28.06.2016)</b></p>	Chief Engineer in consultation with Sr. Manager(F&A)/A.G.M.(F&A)	Full Powers	However, Administrative approval for Outsourcing of Manpower for the work of substations /offices.[eg: security guards, providing skilled /semi skilled technicians, etc] should be within the Norms/ Posts and Minimum Wages Act etc .

Sr. No.	Nature of Powers	Authority	Limit	Remarks
30.	"Releasing direct payment to suppliers/ labour contractors of main contractor or Agency. <b>(As inserted vide BR No. 117/23 dt. 19.06.2017 Circulated by CE (D.C.&amp;M) vide No. 945 dt. 17.07.2017)</b>	1) Director (Operations/Projects) in consultation with Director (Finance) 2) CMD in consultation with Director (Operations/Projects) & Director (Finance) 3) Board Of Directors	Rs.100 Lakhs  Rs.300 Lakhs  Full Powers	In case of (1) &( 2) these powers shall be exercised in the following cases. 1) For clearing the one time liabilities of sub-vendors of first agency which has been terminated. 2) While exercising these powers it should be ensured that the work or project is getting delayed due to non payment of suppliers/ labours contractor. 3) "In case of projects near completion (10 to 15% balance) a) Lines - Labour Contract b) Substation- Labour Contract" 4) It can be used for balance payment of suppliers for already ordered items by first agency. 5) Tax liability will be with main agency. 6) Confirmation for the amount to be paid shall be certified from main contractor /agency. 7) NOC & Indemnity bond by authorized signatory from main contractor is required. In case of (3) the Board of Directors shall have full Powers on case basis

STATEMENT 'A'					
Sr. No.	Km.Limit		Expenditure limits in Rs.		
	From	To	Light Vehicle	Medium	Heavy Vehicle
1	0	30,000	5,500/-	7,500/-	9,500/-
2	30,001	60,000	7,500/-	10,500/-	13,000/-
3	60,001	90,000	24,500/-	26,000/-	28,000/-
4	90,001	1,20,000	7,500/-	14,000/-	20,500/-
5	1,20,001	1,50,000	7,500/-	32,000/-	56,500/-
6	1,50,001	1,80,000	24,500/-	17,000/-	9,500/-
7	1,80,001	2,10,000	7,500/-	9,500/-	11,500/-
8	2,10,001	2,40,000	7,500/-	10,500/-	13,000/-
9	2,40,001	2,70,000	28,000/-	21,500/-	15,000/-
10	2,70,001	3,00,000	7,500/-	32,000/-	56,500/-
11	3,00,001	3,30,000	7,500/-	9,500/-	11,500/-

- 1) The prescribed limits do not include (a) Cost of Fuel i.e. petrol, diesel (b) Cost of lubricants such as engine oil, break oil, (c ) Statutory Charges like Vehicle tax, insurance, inspection fees, (d) Cost of vulcanising tyres and tubes, (e) Cost of retreading / remoulding of tyres and tubes (f) Purchase of tyres & tubes and (g) Servicing / replacement of batteries.
- 2) For carrying out repairs/ maintenance of vehicles of the Company, instructions as under, may be followed. Minor day to day repair works should be attended by vehicles Service Centres at various Centres in the field.
- 3) a) Each Divisional office should maintain a list of approved garages, not less than 4 in numbers. The list of garages shall be approved by the Superintending Engineer incharge of the O&M Circle, in whose territorial jurisdiction the Division is located.
- b) Repairs costing more than Rs.500/- may be entrusted to any of the approved garages after obtaining estimates.
- c) Repairs costing less than Rs.500/- may be carried out from any convenient workshop without insisting on quotation.
- d) Sub-Divisional Officers to incur expenditure not exceeding Rs.500/- at a time on repairs to vehicles subject to a slab ceiling of half the amount prescribed above, and subject to other terms and conditions specified.
- 4) Unspent balance from the amount prescribed herein from any kilometers slab. if any, shall be allowed to be carried forward in subsequent kms. slab.
- 5) The expenditure incurred on repairs/maintenance of vehicles in Vehicle Service Centres, shall be debited to the prescribed limits for the kms slab. However, in case the expenditure exceeds the balance available in those limits, the extra expenditure over and above the balance available in the kms. slab, shall be deemed to have been sanctioned and no further sanction for these additional expenditure could be necessary.
- 6) Subject to provisions of above clause, the Ex Director in consultation with the Chief General Manager (F&A) shall have full powers, without limit to authorise additional expenditure for repairs /maintenance of Company's vehicles.

**INSTRUCTIONS / PROCEDURE /  
DETERMINATION OF RATES  
FOR LEGAL AFFAIRS OF  
THE COMPANY.**



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

**(CIN NO. U40109MH2005SGC153646)**

**(Finance & Accounts Department)**

Prakashganga, 6<sup>th</sup> floor, Plot No. C-19 'E' Block, Bandra-Kurla Complex, Bandra (E), Mumbai 400 051.  
Phone No. 022-26595200 - 26595180 Web site : [www.mahatransco.in](http://www.mahatransco.in) | Email-Id : [dirfi@mahatransco.in](mailto:dirfi@mahatransco.in)

Ref. No.: MSETCL / Director (Finance)/No. 05739

Date : 25th May 2016

## **CIRCULAR**

**Sub.:** Instructions / procedure / determination of rates for legal affairs of the company.

As per the approval of CMD the instructions / procedure / determination of rates for legal affairs of the company submitted by Chief Legal Advisor is attached herewith as "Schedule A" for implementation with immediate effect.

This circular is placed on MSETCL's website [www.mahatransco.in](http://www.mahatransco.in).

Sd/-  
Diretor Finance

Encl : a/a

Copy to:  
All as per mailing list  
(up to the Sub-Divisional Level.)

## Schedule A Legal Matters

Sr. No.	Nature of Powers	Authority	Limit	Remarks
1.	Administrative sanction to institute proceedings on behalf of the Company or to defend such proceedings against the Company in the Court of Law such as Civil, Criminal , Labour, Revenue courts, Tribunals, Liquidators, Receiver, Arbitrator, Tax Authorities or any other judicial or quasi judicial Authorities etc.	<p>a) Officer concerned not below the rank of E.E.</p> <p>b) Officer concerned not below the rank of S.E. in consultation with Law officer/ C.L. A.</p> <p>c) Head of Department including C.E. in the field in consultation with Law officer/C.L.A.</p> <p>d) Director (Operations)(Projects)/ Director (Finance)/ Director (HR) in consultation with Law officer/C.L.A.</p>	<p>a) In a proceeding involving claims up to Rs. 10 lakhs.</p> <p>b) In a proceeding involving claims up to Rs. 50 lakhs.</p> <p>c) In a proceeding involving claims up to Rs. 1 crore.</p> <p>d) In a proceeding involving claims above Rs. 1 crore</p>	<p>1) Provided that the competent authority shall consult his next higher authority and CLA, Law Officer before initiating any action against Railway administration/ local bodies/Govt. of Maharashtra and /or Govt. of India.</p> <p>2) Further provided that cases other than specified above against Govt. Corporation, the approval of C.M.D. shall be obtained.</p>
2.	<p>1) Powers to consult / obtain opinion or engage or appoint Arbitrator or Consultant as the case may be and to sanction their fees and out of pocket expenses and sanction advances towards part payment of fees and expenses as and when if necessitated.</p> <p>2) To engage Advocate or any other Pleader or Advocate other than Govt. Pleader on scale of fees as mentioned in Annexure –I or as agreed upon in special circumstances in respect of important matters in consultation with Legal Adviser.</p>	Officer in charge of Division / Circle/ Stores/ Zone as the case may be in consultation with C. L. A. and concerned Ex.Director or Director as per Annexure - I		



Sr. No.	Nature of Powers	Authority	Limit	Remarks
3.	To sign Vakalatnama, Pleint, written statement, affidavit, Memorandum of appeal complaints, application, petitions and other relevant documents and also to verify plaints written statement, affidavit, Memorandum of appeal complaints, application, petitions and all other proceedings arising therefrom and to act and appear, produce or withdraw any documents or to pay and withdraw money in civil , labour, revenue courts, Tribunals, Liquidators, Receiver, Arbitrator, or any other Judicial or quasi judicial Authorities and to do other acts and things necessary in this behalf.	<b>1) HEAD OFFICE</b> Officer concerned not below the rank of Manager (HR)  Officer concerned not below the rank of Manager (F&A)  Officer concerned not below the rank of E.E.  <b>2)FIELD OFFICES</b> Officer not below the rank of E.E./ Administrative officer/ Manager (F&A)	a) For matters relating to GAD including Vigilance.  b) For matters relating to Accounts Department  c) For matters relating to Technical Department / Commercial Section/ Stores etc.  d) For all matters pertaining to respective offices and within their jurisdiction.	
4.	Administrative sanction to compromise/ withdrawal in pending litigation by or against the Company before the court of Law or judicial or quasi judicial authorities as mentioned in sr. no.1 above.	Head of Department including C.E. in the field in consultation with Law officer /CLA of the Zone/Region.  Director (Operations)(Projects)/ Director (Finance)/ Director (HR) in consultation with Chief Legal Advisor  Board of Directors or any other officer as may be authorized by Board of Directors	Claims involving an amount upto Rs. 50 lakhs  Claims involving an amount to Rs. 50 lakhs to Rs. 1 crore.  Any Claims including claims involving an amount above Rs. 1 crore.	
5.	Payment of back wages to employees as per order of court	Head of Department including C.E. in the field	Full powers	
6.	To sanction fees charges for defense against prosecution of Company's employee in the course of discharge of his duties and to engage advocate.	Head of Department including C.E. in the field in consultation with Chief Legal Advisor/ Legal Advisor of the zone	Full powers	Scale of fees shall be to the extent of fees prescribed in Annexure-I in respect of criminal complaints.

Sr. No.	Nature of Powers	Authority	Limit	Remarks
7.	<p>a) Sanction for appeals /Petitions, Revision etc. upto and including High Court, MERC.</p> <p>b) Sanction for appeals /Petitions etc. up to and including Supreme Court, APTEL and CERC.</p>	<p>Head of Department in consultation with Chief Legal Advisor/ legal advisor of the Zone at zonal level and concerned Director at Corporate Office in consultation with CLA</p> <p>C.M.D. in consultation with Chief Legal Advisor</p>	Full powers.	
8.	To grant/ sanction to prosecute company's employees when request is received from A.C. B. /Police or any such other authorities.	Competent Authority as per Service Regulation.		Sanction for prosecution issued by the Authority and also in cases where such sanction has been refused, should be sent to next higher authority and Director (V&S) for information.
9.	<p>For Criminal cases</p> <p>a) To lodge criminal complaint with the police or in the Court other than the offence under Electricity Act.</p> <p>b) With respect to the cases under Electricity Act.</p>	<p>a) Head of the concerned office or any other person authorized by Him.</p> <p>b) The officer duly authorized in that behalf as per the Act.</p>		
10.	<p>a) To compound criminal complaint lodged with the police or in the Court if permissible under law.</p> <p>b) To compound criminal cases under Electricity Act 2003.</p> <p>c) To request Govt. for withdrawal of the criminal cases.</p>	<p>Head of the office in consultation with concerned ED and Chief Legal Advisor</p> <p>Officer authorized by the Act.</p> <p>C.M.D. in consultation with CLA.</p>		

## ANNEXURE - I TO LEGAL MATTERS

### Schedule of Pleaders and Advocates Fees

Sr. No.	Nature of Powers	Remarks
<b>I</b>	<b>Monitory Claims</b>	
1 - a	In suits decided finally on merits (including money and Accounts Suits).	Fees to be paid at the rates given below.
b	In applications , proceedings decided on merits under Land Acquisition Act Amount or value of the subject matter of the suit, land references or counter claim in respect in any court (other than H. C)	Fees to be paid at the rates given below.
	<b>Rates</b> Rs.1 to 50,000/- Rs. Upto 1,00,000/- Rs. Upto 10,00,000/- Rs. Upto 50 lakhs Rs. Upto 1 crore and above	Rs. 8,000/- Rs.11,000/- Rs.16,500/- Rs. 27,500/- Rs. 38,500/-
<b>II</b>	<b>Non Monetary claims:</b>	
1	In suits, appeals and applications on proceedings between the landlord and tenant in any court other than H C.	
a	Civil Suits	Rs. 8,000/-
b	Appeals	Rs. 8,000/-
c	Mics. Applications or appeals against the same	Rs. 5,500/-
d	Caveat application in any matter	Rs. 1,500/-
e	Property title search Report	Rs. 1,500/-
f	Notice/ Notice reply	Rs. 1,100/-
g	Opinion from the appointed Advocate	Rs. 1,000/-
h	Conference charges	Rs. 800/-
2	In the matters before Labour Court & Industrial court and District Consumer forum Other than Mumbai	
a	Labour court	Rs. 5500/-+ Rs. 1000/- expenses
b	Industrial Court	Rs. 8000/- + Rs. 1000/- expenses
3	In the matter before Labour court, Industrial Court in Mumbai	
a	Labour Court	Rs. 8000/- + Rs. 1000/- expenses
b	Industrial Court	Rs. 11,000/- + Rs. 1000/- expenses

Sr. No.	Nature of Powers	Remarks
4 4.1  4.2 a  b  c  d	Criminal cases by & against the Company In any criminal case required to be filed before C.J.M. / JMFC or required to be defendant before that court.  For conducting trial before Special Court for the case of theft of Electricity ( including those which have been transferred from the court of JMFC because of establishment of Special Court)  Any other case before court of session  Any appeal/ Revision before court of Session against the order of CJM/JMFC  In case any bail matter and other miscellaneous matter irrespective of number of accused.	Fee payable Rs. 5500/- per case + Fixed expenses Rs. 1000/- per case.  Fee payable Rs. 8000/- per case + Fixed expenses Rs. 1500/- per case.  In case the same Advocate who had filed case before JMFC is conducting the case before Special Court , the charges should not exceed Rs. 8000/- per case + Fixed expenses Rs. 1500/- per case.  Fee payable Rs.5500/- per case + Fixed expenses Rs. 1000/- per case.  Fee payable Rs. 1500/- per case
5 a b	Matters before MERC Mumbai- For each matter including appearance and pleadings. If such matter is prolonged for more than two dates, than additional fees for next each date.	Rs. 13000/- + fixed expenses Rs. 1000/-  Rs. 3000/-
6 a b	Notice of claim for any valuation statutory notice/ reply notice Independent opinion in any matter	Rs. 1000/- Rs. 1000/-
<b>Notes:</b> 1. In case where the Public Prosecutor appears and need is felt to appoint an advocate to assist the Public Prosecutor in the matter, services of an advocate may be engaged. The Advocate so appointed will be entitled to fixed fees of Rs. 5000/- per case.  2. For filing / Defending any criminal case or proceeding before High Court, approval of Legal Advisor Nagpur/ Legal Adviser Aurangabad / Chief Legal Advisor Mumbai as the case may be shall be taken for filing writ petitions, appeals etc at Supreme Court or defending the same approval of CMD/ Director (Finance) and the Chief Legal Advisor should be taken.		
Matter decided Exparte / by compromise/ withdrawal		
Matters such as suits , appeals, complaints, claims etc.		½ of the fees prescribed for such matter in the above schedule of fees subject to minimum Rs. 3000/-

## DELEGATION OF POWER AS TO APPROVAL FOR PAYMENT OF ADVOCATE FEES

Amount	Authority
Up to Rs.25,000/-	For field –Superintending Engineer in consultation with Legal Advisor For corporate office – concerned Sectional Head in consultation with Chief Legal Advisor
Up to Rs.50,000/-	For field –Chief Engineer in consultation with Legal Advisor For corporate office – concerned Sectional Head in consultation with Chief Legal Advisor
Up to Rs.1,00,000/-	For field –Executive Director in consultation with Legal Advisor For corporate office – concerned Executive Director in consultation with Chief Legal Advisor
Up to Rs.10,00,000/-	Director (Projects) /(Operations), Director (Finance) in consultation with Chief Legal Advisor
Above Rs.10,00,000/-	Director (Projects) /(Operations), Director (Finance), Hon'ble Managing Director, MSETCL in consultation with Chief Legal Advisor

### **Notes :-**

- 1 All legal matters before S.C. /H.C. shall be handled by Company's Solicitors/Advocate appointed by the Company in Mumbai, Nagpur & Aurangabad. The reference to Solicitors/Advocate will be made by Departmental Heads in consultation with the Chief Legal Advisor / Law officer. The fees of Solicitors shall be on the basis of his approved schedule of fee by the competent authority.
- 2 In any matter before High Court or Supreme Court a senior Advocate or senior Counsel if required to be engaged, he can be engaged by the officer in charge of concerned Zone in consultation with C.L.A. and concerned Executive Director or Director (Finance).
- 3 Matters in Civil Courts, Dist. Courts, Small Causes Court , City Civil Court, Motor accident claims, Tribunal, Liquidators, Arbitrator or judicial or quasi judicial Authorities will be referred similarly to reliable and competent Advocate / Counsel/ Arbitrator etc. as the case may be by the concerned departmental heads in consultation with Chief Legal Advisor / Legal Advisor. The fees and expenses of the Advocate/ Counsel/ Arbitrator shall be paid by the concerned section as per the schedule of fees Annexure - I to G.O. 1.
- 4 In case the actual expenses exceed the expenses prescribed in Annexure- I, the same shall be reimbursed to the concerned Advocate / counsel in consultation with Legal Advisor / CLA.
- 5 This schedule of fees shall be applicable to all the Advocates except those on panel of Advocate of High court Judicature at Bombay, Nagpur and Aurangabad as well as Supreme Court Advocate having separate schedule of fees approved by Hon'ble CMD.

- 6 The Advocates be paid the amount of legal fees as may be admissible by installments as follows.
  - i) 50% of total fees admissible be paid at the time of drafting or filing of any Suit/appeal/application/ Written statement etc.
  - ii) 25% of total fees admissible be paid at the time of framing issues/ evidence etc.
  - iii) Remaining 25% of total fees admissible be paid on conclusion of final order / Judgment. The notice charges , charges for opinion as well the conference charges be paid on demand.
- 7 The performance of the Advocates will be reviewed by the C. L. A. as and when found necessary. The Advocate whose performance is not found good by the C.L.A. may be removed from the panel summarily.
- 8 The matters in which common issued are involved and decided by common Judgment, a full admissible fees shall be paid for one matter and ½ of admissible fee will be paid for each subsequent matters.
- 9 The statutory charges like court fees, stamp fees, process fee & such other charges shall be paid by concerned office on demand from the Advocate .
- 10 The bill of Advocate shall be paid within 30 days from submission of the bills by the Advocates.
- 11 In case any matter of special importance and requiring more efforts, if it is found to increase the fees of the Advocate over and above the prescribed fees in Annexure- I, the matter be referred to C.M.D. through CLA.
- 12 If any panel advocate is engaged of our company out of head quarter of a particular office or beyond state limit in such case the Advocate shall be entitled to traveling charges and outstation charges (daily allowance) and non five star hotel accommodation.
- 13 The fees schedule as mentioned in Annexure- I shall be increase by 10% on every two years hereinafter.



**MAHATRANSCO**

Maharashtra State Electricity Transmission Co. Ltd.