

BIHAR STATE HYDROELECTRIC POWER CORPORATION LTD.**DELEGATION OF FINANCIAL POWER**

Sl. No	Nature of Power	To whom delegated	Extent of delegated powers	Remarks/conditions
	WORKS			
1.	Technical sanction of detailed estimates			
1.1	Works construction stage	Chief Engineer	Full Powers	Delegation is only for works approved by the Corporation and subject to provision in the detailed project report.
		D.C.E. / P.M.	Upto Rs. five (5) lacs	
		Superintending Eng.	Upto Rs. Two & half (2.5) lacs	
		Executive Engineer	Upto Rs. Fifty (50) Thousand.	
		Asstt. Engineer	Upto Rs. Five (5) thousand	
2.	Calling Tender for sanctioned works.			
2.1	Open Tender	Chief Engineer	Full Powers	Subject to sanctioned estimate, budget provision and with prior approval of the competent authority empowered to award contract. Where the Board of Directors is the competent authority, approval of C.M.D./M.D. will be obtained.
		D.C.E.	Upto Rs. five (5) lacs	
		Superintending Eng.	Upto Rs. Two & half (2.5) lacs	
		Executive Engineer	Upto Rs. Fifty (50) Thousand.	
		Asstt. Engineer	Upto Rs. Five (5) thousand	
2.2	Limited Tender	Chief Engineer	Rs Five (5) lacs	For limited & single tender reasons to be records into writing and only against sanctioned work.
		D.C.E.	Rs. Two (2) lacs.	
2.3	Single Tender	Chief Engineer	Rs. Fifty (50) thousand.	
		D.C.E.	Rs. Thirty (30) thousand.	
		Superintending Eng.	Rs. Fifteen (15) thousand.	

3.	Award of contract for sanctioned work			
3.1	Open Tender	Chief Engineer	Rs. Ten (10) lacs.	<p>1. All tenders will be considered by appropriate tender committee and as per procurement and work policy of the Corporation.</p> <p>2. Power to award contract includes power to sign the contract in standard form as applicable from time to time. Where standard form has not been prescribed by the Corporation, appropriate forms of the State Govt. (works dept.) will be used.</p>
		D.C.E. / P.M.	Rs. Five (5) lacs.	
		Superintending Eng.	Rs. Two & Half (2.5) lacs.	
		Executive Engineer	Rs. Fifty (50) thousand.	
		Asstt. Engineer	Rs. Five (5) thousand.	
3.2	Limited Tender	Chief Engineer	Rs. One (1) lac.	As in case of 3.1 above.
		Dy.Chief Engineer	Rs. Fifty (50) thousand.	
3.3	Single Tender	Chief Engineer	Rs. Fifty (50) thousand.	As in case of 3.1 above.
		D.C.E.	Rs. Thirty (30) thousand.	
		Superintending Eng.	Rs. Fifteen (15) thousand.	
3.4	To sanction excess expenditure over sanctioned estimates	Chief Engineer	Up to (Five) 5% of the value of sanctioned estimated value of work	<p>1. In consultation with finance in respect of such orders/contracts for which they are competent to place order.</p> <p>2. Immediately a revised estimate is prepared and got approved by the competent authority.</p>
		D.C.E./P.M.		
		Superintending Eng.		
		Asstt.Engineer		
3.5	To alter time limit (extension of time) and to reduce/remitted penalty, if any provided in the contract agreement.	Chief Engineer	Full Power	In respect of only such order/contracts for which they are competent to place order provided execution and completion of other connected works is not effected / delayed.
		D.C.E./P.M.	Within their delegated Power	
		Superintending Eng.	Within their delegated Power	
		Asstt.Engineer	Within their delegated Power	

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3.6	Issue of work order without calling tenders.	Chief Engineer	Up to Rs. Ten (10) thousand.	Subject to sanctioned estimate and provision in the budget and approved schedules of rates in urgent and unavoidable circumstances.
		D.C.E. / P.M.	Upto Rs. Five (5) thousand.	
		Superintending Eng.	Upto Rs. Two (2) thousand.	
		Executive Engineer	Upto Rs. One (1) thousand.	

PURCHASES

Sl. No	Nature of Power	To whom delegated	Extent of delegated powers	Remarks/conditions
4.	Calling Tender against approved materials, purchase budget & financial budget.			
4.1	Open Tenders	Chief Engineer	Full Power	Subject to sanctioned estimate, budget provision and with prior approval of the authority empowered to award order/contract. Where the competent authority is the Board of Director, approval of the C.M.D. will be obtained.
		D.C.E. / P.M.	Upto Rs. Two & Half (2.5) lacs.	
		Superintending Eng.	Upto Rs. Fifty (50) thousand.	
4.2	Limited Tenders	Chief Engineer	Upto One (1) lacs.	For limited and single tender reasons to be recorded and only against sanctioned work.
		D.C.E.	Rs. Fifty (50) thousand.	
4.3	Single Tender a) Where proprietary articles certificate has been given or where standardisation / agencies have been approved.	Chief Engineer	Upto Rs. Fifty (50) thousand.	
		D.C.E.	Up to Rs. Twenty five (25) thousand.	
	b) Other case and on ground of urgency.	Chief Engineer	Rs. Twenty-five (25) thousand.	
		D.C.E. / P.M.	Upto Rs. Fifteen (15) thousand.	

5.	Acceptance of Tender and award of contract orders for purchases.			
5.1	Open Tender	Chief Engineer	Upto Rs. Five (5) lacs.	For any single item in a year subject to provision in the approved estimate and budget.
		D.C.E. / P.M.	Upto Rs. Two & Half (2.5) lacs.	
		Superintending Eng.	Upto Rs. Fifty (50) thousand.	
5.2	Limited Tender	Chief Engineer	Rs. One (1) lac.	For any single item in a year subject to provision in the approved estimate & budget provision
		D.C.E. / P.M.	Rs. Fifty (50) thousand.	
5.3	Single Tender	Chief Engineer	Rs. Fifty (50) thousand.	
	a) In case of proprietary items.	D.C.E. / P.M.	Rs. Twenty-five (25) thousand.	
		b) In other cases.	Chief Engineer	
	c) Purchase of controlled items at controlled rates.		D.C.E. / P.M.	
		d) Steel and Cement : Purchase of cement from manufactures at controlled rates fixed by the Govt. from time to time and Iron & Steel from main producers and manufacturers viz. SAIL, TISCO, IISCO at J.P.C. Rates notified from time to time.	Chief Engineer	
	D.C.E.		Rs. Fifty (50) thousand.	
	Chief Engineer	Rs. Fifty (50) lacs for Steel and Rs. Twenty-five (25) lacs for Cement	Subject to provision in the project report and sanctioned estimate. The delivery will be in phases to match with the execution of work. The centralised purchase will be made at the Corporate Office through the Committee of Chief Engineer and Financial Advisor -cum Chief Account Officer.	

6.	Local purchase of Sundry requirements.	Chief Engineer	Upto Rs. Ten (10) thousand.	<ol style="list-style-type: none"> Subject to provision in the approved estimate. Purchase will be made after obtaining at least three quotations.
		D.C.E. / P.M.	Upto Rs. Five (5) thousand.	
		Superintending Eng.	Upto Rs. Two (2) thousand.	
		Executive Engineer	Upto Rs. One (1) thousand.	
7.	Repeat order for purchase of material	Chief Engineer	Upto Rs. One (1) lac.	In consultation with finance and as per guidelines in the procurement of works policy of the Corporation.
		D.C.E. / P.M.	Upto Rs. Fifty (50) thousand.	
		Superintending Eng.	Upto Rs. Twenty (20) thousand.	
8.	Extensions to delivery in respect to works / supply contract.	Chief Engineer	Full Power	For contracts and orders approved by them within their delegated power provided it does not involve extra expenditure and effect the overall target of completion of the connected work.
		D.C.E. / P.M.	Within their delegated power	
		Superintending Eng.	Within their delegated power	
		Executive Engineer	Within their delegated power.	
9.	Alteration in design / specification of work during their execution	Chief Engineer	Full Power	<ol style="list-style-type: none"> Provided such modification do not effect the standard working efficiency and out put of the project and it does not involve any extra expenditure. Where designs are originally proposed or approved by any higher authority CEA/CWC and changes are likely to effect the conception of the designer prior approval of the CMD/MD will be necessary.

MISCELLANEOUS

Sl. No	Nature of Power	To whom delegated	Extent of delegated powers	Remarks/conditions
10.	Transport Expenditure i) Freight	Chief Engineer D . C . E . / P . M . / Super.Eng. / Ex. Engineer / Asstt. Engineer.	Full Power	In respect of such order / contracts for which they are competent to place order.
	ii) Petty Transport	Chief Engineer D.C.E./P.M. / Super. Eng. / Ex. Eng. / Asstt. Eng.	Full Power	In respect of such order / contracts or which they are competent to place order.
	iii) Sanction of hire charge of conveyance for specific purpose.	Chief Eng./ D.C.E./ P.M. / Superintending Eng. / Ex. Engineer / Asstt. Engineer.	Full Power	To their subordinate staff & officers only
11.	a) Purchase and repair of office furniture (Tables, chairs, almirah, racks and shelves etc.)	Chief Engineer	Full Power	Subject to observance of prescribed standard and instructions of the Corporation and sanction estimate and budget provision.
		D.C.E./ P.M. / Suptt. Engineer/	Full power in respect of their project / site office.	
	b) Hiring of Office furniture.	Chief Engineer	Full Power	1. Hiring is done in exceptional cases-reasons to be recorded in writing. 2. Hiring is for a limited period of maximum three months on reasonable charge.
		D.C.E./ P.M.	Full power in respect of their project / site office.	

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12.	Local purchase of stationery and printing	C.E./F.A. & C.A.O.	Rs. One (1) thousand per annum	In emergent cases when the same has not been provided by the Central Stationary Stores of the Corporation.
		Project Manager.	Rs. Five (5) thousand per year for all projects under his charges.	
		D.C.E.	Rs. Five (5) hundred per annum	
		Superintending Eng.	Rs. 250.00 (Two hundred Fifty) only per annum	
		Executive Engineer	Rs. Two (2) hundred per annum	
		Asstt. Engineer	Rs. One (1) hundred per annum	
		Secretary to M.D. (Non-Tech.)	Rs. Three (3) thousand.	At a time in case of urgent requirement in M.D.'s cell
13	Purchase and repair of Bicycles including replacements	C.E./F.A. & C.A.O. D.C.E./P.M.	Full Power	For the official use by messengers & subject to provision in the estimate and budget.
14.	Fan, Air-cooler (excluding Air-conditioner) and room heaters, electrical lights and fittings.	C.E. / F.A. & C.A.O. D.C.E./P.M.	Full Power	Subject to standard laid down by the Corporation and provision in the estimate and budget and in consultation with finance.
15.	Advertisements	C.E. D.C.E./P.M. Superintending Eng Executive Eng.	Full Power (only on DAVP rates)	In respect of invitation of tender for which powers have been delegated to them. All advertisements shall be sent to press centrally from Corporation's H.Q. by Director (P&A) / Manager (P&A) for this purpose.

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16.	Books & Periodicals	C.E. / F.A. & C.A.O.	Rs. Five (5) hundred per annum for periodicals and Rs. one (1) thousand per annum for books relevant to their works / profession.	
		D.C.E./P.M.	Rs. Two (2) hundred & Rs. Five (5) hundred respectively for periodicals and books	
17.	a) Uniform & Liveries.	Chief Engineer	Full Power	Subject to prescribed norm and instructions of the Corporation.
		D.C.E./P.M.	Full power in respect of their project / site office.	
	b) Umbrellas	Chief Engineer	Full Power	Subject to prescribed norm and instructions of the Corporation.
		D.C.E./P.M.	Full power in respect of their project / site office.	
18.	Electric & water charges	Chief Engineer	Full Power	Subject to prescribed norm and instructions of the Corporation.
		D.C.E./P.M.	Full power in respect of their project / site office.	
19.	License and Registration fee road taxes etc.	Chief Engineer	Full Power	Subject to prescribed norm and instructions of the Corporation.
		D.C.E./P.M. Superintending Eng.	Full power in respect of their project / site office.	
20.	Hiring of house / sheds for office and stores	Chief Engineer	Upto Rs. 500/- in each case.	Payment of house rent is made for the house hired for office / stores accommodation only as per the prescribed standard and on a certificate that the rent is reasonable for the locality.
		D.C.E./P.M.	Upto Rs. 250/- in each case.	

21.	Telephone charges i.e. annual rent, trunk call charges.	C.E. / F.A. & C.A.O.	Full Power	Trunk call charges for official use only.
		D.C.E./Project Manager/ Superintending Eng / Ex. Engineer / Asstt. Engineer.	Full power in respect of their office / residence telephone	
22.	Expenditure on entertainment and hospitality	a) C.E./F.A.&C.A.O. O.S.D., H.Q.	Maximum of Rs.250.00 at a time.	Subject to overall limit to Rs. 2,500/- per annum.
		b) Dy. Chief Engineer	Rs. 100.00 (Rupees one hundred) at a time.	Subject to overall limit of Rs. 2,000/- per annum.
		c) Project Manager	Rs. Five (5) thousand at a time.	Subject to budget provision and overall limit of Rs. 20,000.00 (Rupees Twenty thousand) only in respect of all projects under him.
		d) Secretary to M.D. (Non-Tech)	Rs. Three (3) thousand.	At a time in case of urgent requirement in M.D's cell.
23.	Other petty office expenses	a) C.E./F.A. & C.A.O	Full Power	Subject to budget provision and norms / instruction prescribed by the Corporation.
		b) Project Manager	Rs. Five (5) thousand at a time	Subject to budget provision and overall limit of Rs. 20,000.00 (Rupees Twenty thousand) only per year in respect of all projects under him
		c) D.C.E. / Sup. Engineer	Full power in respect of their project / site office	Subject to budget provision and norms / instructions prescribed by the Corporation with an overall limit of Rs. One (1) thousand per year.
		d) Secretary to M.D. (Non-Tech)	Rs. Three (3) thousand.	At a time incase of urgent requirement in M.D.'s cell

		e) Ex. Engineer	Full Power in respect of their project / site office.	Subject to budget provision and norms / instructions prescribed by the Corporation with an overall annual limit of Rs. 500/- (Rupees Five hundred) only per year.
24.	a) Re-imbursment of medical claims.	a) C.E./F.A. & C.A.O./D.C.E./P.M.	Upto Rs. 250/- at a time.	For self and officers/ staff subordinate to them subject to instructions of the Corporation in this regard and overall limit of Rs. One (1) thousand for each individual in a year.
		b) Sup.Engineer	Upto Rs. 100/-at a time.	
	b) Emergency purchase of medicine.	C.E. P.M.	Full Power	Reasons for emergency purchase should be recorded and the purchase is limited to meet only the emergency requirement.
	c) Medical Advance / Reimbursement of claim	Head of Personnel & Administration wings / Director (P&A)	Upto Rs. 2500/- in each case at a time.	In respect of self officers / staff of H.Qr. & projects upto overall limit of Rs. 9,000/- (Rupees nine thousand) only per employee per annum.
d) Medical Advance	Project Manager or Executive Engineer incharge in absence of Project Manager	Rs. Five (5) thousand per annum in respect of their project / site office.	In case of an accident on duty arising out of and in course of employment where immediate hospitalisation in necessary. However, any request for adjustment of the same against medical reimbursement bill will be considered only at the head quarter.	

25	To sanction permanent imprest advance to subordinate officers not below the rank of Asstt. Engineer.	Chief Engineer	Upto Rs One (1) thousand.	In consultation with finance.
26	To sanction estimate for compensation for crop or other property destroyed / damaged in laying out power lines, construction of substations, canals / channels or other structure of the Corporation.	Chief Engineer	Full Power	In consultation with Finance and subject to instructions issued on norms fixed in this regard by this Corporation / local administration authorities works / Revenue Deptt. Of the State Govt.
		D.C.E./ Project Manager	Upto Rs. Twenty-five (25) thousand	
		Superintending Engineer	Upto Rs Two (2) thousand	
27	Workmen compensation	Chief Engineer DCE / P.M.	Full Power	Subject to prescribed norms and statutory provision.
28	To sanction estimates for repair, overhauling and replacement of parts etc. of the Corporation's vehicle.	Chief Engineer	Full Power	Subject to the prescribed norms, if the total expenditure on each vehicle exceeds Rs.4000/ in a year, approval of Chief Engineer will be required.
		D.C.E./ P.M.	Upto Rs 2500/- per annum per vehicle under their charge/ and control.	
		Superintending Engineer	Upto Rs. 1,000/- per annum per vehicle under their charge/ and control.	
		Executive Engineer	Upto Rs. 500/-per annum per vehicle under their charge / and control.	
		Asstt. Engineer	Upto Rs. 250/- per annum per vehicle under their charge/ and control.	
29	Payment of pay and other allowance / deposits and dues of a deceased employees to the dependents legal heir.	Chief Engineer DCE/PM	Full Power	Subject to compliance with statutory provision and instructions issued by the Corporation.

30.	Ex-gratia payment to dependents or legal heir of the employees who died in accident on the job.	Chief Engineer	Upto Rs. One (1) thousand in each case	Matter to be reported to the C.M.D./MD indicating the circumstances. The over all limit of ex-gratia payment shall be Rs. One (1) thousand in each case.
		Project Manager	Upto Rs. 500/- in each case	
31.	To sanction / authorise payment of personal claim not preferred within a year of their becoming due.	C.E. / F.A. & C.A.O.	Full Power	In consultation with Finance.
32.	To approve / countersign T.A. Bills	a) C.E. / F.A & C.A.O. DCE/PM Sup.Engineer	Full Power	In respect of self and their subordinate for journeys within the state and their normal jurisdiction. In case of journey outside state, approval of C.M.D./M.D. will be necessary and for journey out side their normal jurisdiction, approval of Chief Engineer will be necessary.
		b) Executive Engineer / Asstt. Engineer /	Full Power	In respect of their subordinates only within their normal jurisdiction. In case of journey outside the state approval of the C.M.D./M.D. will be necessary.
33.	Sanction of Advance:-			
	i) Festival Advance	C.E. / F.A. & C.A.O. D.C.E./Project Manager Superintending Engineer	Full Power	Subject to the norms fixed by the Corporation and relevant financial rules.
	ii) Pay	C.E. / F.A. & C.A.O. D.C.E./Project Manager Superintending Engineer	Full Power	To their subordinate officers / staff upto one month pay in case of transfer to some other place of posting and one month leave salary in case of approved earned leave for more than 30 (Thirty) days subject to the norms fixed by the Corporation and relevant financial rules.

ii) T.A. for journey on tour and transfer.	a) C.E./ F.A. & C.A.O. D.C.E./ Project Manager	Full Power	To themselves and to their subordinate officers/ staff subject to the norms fixed by the Corporation and relevant financial rules.
	b) Superintending Engineer / Exe. Engineer / Asst. Engineer	Full Power	To their subordinate officers/ staff subject to the norms fixed by the Corporation and relevant financial rules.
Repair, maintenance including overhauling and replacement of parts of plant / machinery / equipment including auxiliary equipment installed at Power Station	Project Manager	Full Power	To meet any emergency that may arise at the power station due to breakdown of plant machinery equipment, including auxiliary equipment subject to observance of prescribed procedure and to the extent of amount provided in the budget.
Work in respect of all projects under him.	Project Manager/ Project Incharge	Upto Rs. Five (5) lacs	For quick disposal of works as per rules. After completion of works, upto limit, concerned proposals may be sent to H.Qr. for placement before the Purchase Committee.
i) Misc./Contingent expenditures including Building/ Office maintenance/ Elect./ Mech. maintenance/ Entertainment/ of official guests in P&A wings/ Entertainment of his subordinates for extra official duties / urgent requirement of Stationary / Printing items/ Furniture repairing / Misc. Administrative / Establishment expenditure.	Director (P&A)	Sanction the advance and approve the expenditure upto Rs. Five (5) thousand at a time.	

	ii) Annual increment / Earned leave / one month salary upto the rank of Exe.Eng.as well as of the adhoc employees also.	Director (P&A)	Full Power	
37.	i) Expenditures on P.O.L. for vehicle	Project Incharge, Kosi Hydel Power Station, Kataiya	Full Power to P.O.L. upto 110Ltr.on each vehicle	Above 110 Ltr. Approval from Head Quarter will be essential.
	ii) Emergent and essential repairs on O&M of Power House	Project Incharge, Kosi Hydel Power Station, Kataiya	Sanction of advance and approve expenditure of Rs. five (5) thousand	
38.	Expenditure on P.O.L	C.E.(Elect.)	Sanction / approval of POL consumption exceeding monthly limit of 150 Ltr. & upto 200 Ltr. on each vehicle.	This limit will be only for local journey which does not include POL for outstation journey.
39.	i) Miscellaneous / Contingent expenditures including Building/ Office maintenance/ Elect./ Mech. maintenance/ Entertainment of his subordinates for extra official duties /urgent requirement of Stationary / Printing items/ Furniture repairing	Manager (P&A)	Sanction the advance and approve the expenditure upto Rs. Five (5) hundred at a time.	
	ii) Annual increment / Earned leave / casual leave and one month pay advance to Grade – III and IV employees drawing pay in the scale of Rs. 5500-9000/- and below.	Manager (P&A)	Full Power	