



**ANDHRA PRADESH POWER GENERATION  
CORPORATION LIMITED**

**DELEGATION OF POWERS**

**G.O.O.No.129/JS(PER)/2016, Date:15-07-2016.**

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
ABSTRACT

APGENCO – Delegation of Powers & Purchase Management System Manual -Revised Orders -  
Issued.

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**G.O.O.No.129/J.S.(Per)/ 2016**

**Date:15.07.2016**

**Read the following :-**

- 01). G.O.O.No.421/CE(Comml)/2002, Dated 31.10.2002
- 02). G.O.O.No.270/GM(Adm)/2003, Dt. 24.07.2003.
- 03). G.O.O.No.467/GM(Adm)/2003, Dated 28.10.2003
- 04). G.O.O.No.500/JS(P)/2015, Dated 28.01.2015.
- 05). Minutes of APGENCO 145<sup>th</sup> Board Meeting held on 01.03.2016

-: O :-

**ORDER:-**

In the reference 4<sup>th</sup> read above, a committee was constituted with CE/C/Thermal, CE/TPC, CE/HPC&HP, FA&CCA (Accounts & Resources) as a members and CE/Generation as Member convener to submit consolidated recommendations for modifications/alterations to be made to the “Delegation of Powers and Purchase Management System Manual”. The said committee has submitted its report and same was placed before the Board.

02). In the 145<sup>th</sup> Board Meeting held on 01.03.2016, The Board of Directors of APGENCO has approved the recommendations of the Committee with regard to the revision of delegation of powers to various officers including the Chairman, Managing Director and whole time Directors of the corporation on Works, Stocks, Stores, Finance and also purchase Management System Manuals.

03). After careful consideration, APGENCO hereby communicate the revised manuals as detailed below :-

- i). Delegation of Powers,
- ii). Purchase Management System Manual Volume – I,
- iii). Purchase Management System Manual Volume – II,

04). All the Concerned officers are requested to take action accordingly.

05). These orders shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF ANDHRA PRADESH POWER GENERATION  
CORPORATION LIMITED)

**K VIJAYANAND  
MANAGING DIRECTOR**

To

All Chief Engineers//Superintending Engineers  
All FA&CCAs//Dy.CCAs  
The Chief General Manager (Adm, IS & ERP)  
The Joint Secretary (Per)

(Contd ., 02)

Copy to the :-

PS to Managing Director/APGENCO/VS/Hyd  
SAO to Director (Finance)/APGENCO/VS/Hyd  
DS/AS/PO/DE/ADE to Directors of APGENCO  
Company Secretary/APGENCO/VS/Hyd  
DE/MPP/VS/Hyd//Pay Officer//AO/CPR/VS/Hyd  
PA to Chief of Vigilance and Security/VS/Hyd  
All G.Ms/DGMs/SAOs/ DEs/EEs/Asst.Secys/D.Ms  
S.F/Spare  
C.No.JS(P)/DS(E)/AS(E)/PO.Reg/08/2015

// FORWARDED :: BY ORDER //

PERSONNE OFFICER

## ANNEXURE – I

DELEGATION OF POWERS

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
1 1.10	<b>WORKS</b> Administrative approval of all capital works included in the Approved Budget.	Full Powers	Upto Rs. 6 Cr. subject to the recommendation of concerned Director	Upto Rs. 2 Cr. subject to the recommendation of CE/concerned	Upto Rs. 1 Cr. subject to the recommendation of SE	---	---	
1.11	Administrative approval of all capital works not included in the Budget.	Full Powers	Upto Rs. 4 Cr.	Upto Rs. 1 Cr.	Upto Rs. 20 Lakhs	---		
1.12	To sanction cumulative excess over authorization of all capital works not involving material alteration in design/scope of the project	Full Powers	Upto 25% subject to total estimate not exceeding powers in (1.10) above	Upto 20% subject to total estimate not exceeding powers in (1.10) above	Upto 15% subject to total estimate not exceeding powers in (1.10) above	Upto 10% subject to total estimate not exceeding powers in (1.10) above	Can accept minor technical deviations not having financial affect in execution.	
1.13	Accord technical Sanction to detailed estimates of works covered by authorization	---	---	---	Full Powers	Full Powers for the works costing up to 30 Lakhs	Full Powers for the works costing up to 4 Lakhs.	Technical Sanction of estimates may be accorded only after administrative approval.

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
1.14	Approval to extra or deviated items Percentage cumulative (supplemental items)	Full Powers	Full Powers up to 25% of the contract value subject to a maximum limit of Rs.3 Cr.	Up to 20% of the contract value or Rs.2Cr. whichever is less	Up to 15% of the contract value or Rs.1Cr. whichever is less	Up to 15% of the contract value or Rs. 30 Lakhs whichever is less	Up to 10% of the contract value or Rs. 4 Lakhs whichever is less	Revised estimate shall be got sanctioned wherever the actual exceed 10% of contract value.
1.15	Acceptance of tenders for works when competitive tenders are invited							
A)	If the acceptable tender is the lowest							
a.	Open Tenders	Upto Rs.25 Cr.	Full Powers upto Rs.6Cr. and excess is not more than 15% of the sanctioned estimate.	Full Powers upto Rs.2 Cr. and excess is not more than 15% of the sanctioned estimate.	Full Powers upto Rs.1 Cr. and excess is not more than 10% of the sanctioned estimate.	Full Powers up to Rs.30 Lakhs and excess is not more than 10% of the sanctioned estimate.	Full Powers upto Rs.4 Lakhs and excess is not more than 5% of the sanctioned estimate.	
b)	Limited Tenders	Upto Rs.10 Cr.	Full Powers upto Rs.3 Cr.	Full Powers upto Rs.1 Cr.	Upto Rs.30 Lakhs	Upto Rs.10 Lakhs	upto Rs.2 Lakhs	Concrete reasons are to be recorded. Powers are to be used sparingly in case of emergency works only.
B)	If the tender other than the lowest is to be accepted. If necessary after conducting negotiations in case of urgency	Upto Rs.10 Cr.	Full Powers upto Rs.3Cr. and excess is not more than 15% of the sanctioned estimate	Full Powers upto Rs.1 Cr. and excess is not more than 15% of the sanctioned estimate	Full Powers upto Rs.20 Lakhs and excess is not more than 10% of the sanctioned estimate.	Full Powers upto Rs.4 Lakhs and excess is not more than 10% of the sanctioned estimate.	--	Reasons to be recorded, for approving other than the lowest tender.

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
C)	If only one tender is received and it is not considered necessary to reinvoke tenders and follow up negotiations are not considered necessary	Up to Rs.5 Cr.	Full Powers upto Rs.1.4 Cr. and excess is not more than 15% of the sanctioned estimate.	Full Powers upto Rs.50 Lakhs and excess is not more than 15% of the sanctioned estimate.	Full Powers up to Rs.10 Lakhs and excess is not more than 10% of the sanctioned estimate.	Up to Rs.2 Lakhs 5% excess over with technically sanctioned estimate.	--	These powers shall be exercised in case of emergency only. The monthly return on such cases shall be sent to the next higher authority with a copy to the FA & CCA (Audit)"
1.16	Awarding of contracts on nomination if tenders are not received even after two calls.	Up to Rs.5 Cr.	Full Powers upto Rs.1.4 Cr. not exceeding estimate rates	Full Power upto Rs.50 Lakhs not exceeding estimate rates.	Full Power upto Rs.20 Lakhs not exceeding estimate rates.	Full Power upto Rs.10 Lakhs not exceeding estimate rates.	Full Powers upto Rs.4 Lakhs not exceeding estimate rates.	
1.17	Awarding of contracts on nomination without inviting tenders in case of emergency both for original and repair works.	Up to Rs.2 Cr.	Upto Rs.80 Lakhs not exceeding estimate rates	Upto Rs.30 Lakhs not exceeding estimate rates.	Upto Rs.10 Lakhs not exceeding estimate rates.	Upto Rs.4 Lakhs not exceeding estimate rates.	Upto Rs.2 Lakhs not exceeding estimate rates.	Reasons to be recorded. Powers to be used sparingly.
1.18	Annual maintenance and repairs of Buildings/ Roads/ Station Equipment/ Plant and Machinery, and other works.							
A)	Building and Roads: Residential, Non Residential Buildings, Roads, special repair, additions and alterations and ordinary repairs.	Full Powers	Upto Rs. 1.4 Cr.	Upto Rs. 50 Lakhs	Upto Rs. 20 Lakhs	Upto Rs.10 Lakhs	Upto Rs. 2 Lakhs	
B)	Maintenance, Repairs, Servicing of earth moving and Heavy Haulage equipment, like tractors, cranes, locos, Fire tenders, bull dozers etc.	Full Powers	Upto Rs. 80 Lakhs	Upto Rs.20 Lakhs	Upto Rs. 10 Lakhs	Upto Rs. 6 Lakhs	Upto Rs. 2 Lakhs	

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
C) i)	Maintenance and repairs of plant and Machinery (Exclusive of cost of spares and replacement parts)	Full Powers	Upto Rs. 1.4 Crs.	Upto Rs. 50 Lakhs	Upto Rs. 30 Lakhs	Upto Rs.10 Lakhs	Upto Rs. 2 Lakhs	
ii)	Maintenance and repairs of plant and Machinery (Inclusive of cost of spares and replacement parts in the scope of contractor)	Full Powers	Upto Rs.2.8 Cr.	Upto Rs. 1.Cr.	Upto Rs. 60 Lakhs	Upto Rs. 20 Lakhs	Upto Rs.4 Lakhs	
D)	Maintenance and repairs of Motor vehicles, other equipment, Plant and Machinery. Replacement of parts (Special Repairs)	Full Powers	1) Jeep/Car – Rs.2 Lakhs 2) All types of vans and mini buses–Rs.4 Lakhs 3) Lorry / Bus Rs.8 Lakhs	1) Jeep/Car – Rs.1.5 Lakhs 2) All types of vans and mini buses – Rs.3 Lakhs 3) Lorry / Bus Rs.4 Lakhs	1) Jeep/Car – Rs. 1 Lakhs 2) All types of vans and mini buses – Rs.1.5 Lakhs 3) Lorry / Bus Rs.2 Lakhs	1) Jeep/Car – Rs.60,000/- 2) All types of vans and mini buses – Rs.1,00,000/- 3) Lorry / Bus Rs.1,20,000/-	1) Jeep/Car – Rs.30,000/- 2) All types of vans and mini buses – Rs.40,000/- 3) Lorry / Bus Rs.50,000/-	
E)	Powers to sanction annual O&M Estimates of Vehicles and machinery.		--	--	Full Powers	Full Powers	Rs. 1 Lakh	
F)	Write off and approve survey reports in respect of unserviceable vehicles and Earth moving machinery like dozers, Locos, Fire tenders tractor Trailors etc. and T&P Articles.	--	--	--	Full Powers	Upto acquisition cost of Rs. 1 Lakh	Upto acquisition cost of Rs. 20,000/-	
G)	Annual servicing and Maintenance contracts for equipment with the suppliers or their authorized agencies	Full Powers	Upto Rs. 1 Cr. each case	Upto Rs.30 Lakhs in each case	Full Powers upto Rs. 10 Lakhs in each case	Full Powers upto Rs. 1 Lakh in each case	Full Powers upto Rs. 50,000/- in each case	

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
1.19	Grant of extension of time beyond stipulated period for execution of contracts	--	Full Powers	Full Powers for works approved by him/her	Full Powers for works approved by him/her or lower authority	Full Powers for the works approved by him/her or lower authority	50% of the agreement period for the works accepted by him/her	
1.20	Face value of agreement (Enhancement)	--	--	---	Full Powers	Full Powers for the works awarded by him/her	Full Powers for the works awarded by him/her	Full Powers to the agreement concluding authority after approval of supplemental items by the competent authority.
1.21	Utilisation of services of Experts / Consultants and Service Engineers							
a)	Govt. Institutes & Govt.under takings.	--	--	Full Powers	Upto Rs. 20 Lakhs	Up to Rs. 8 Lakhs		
b)	Other than Govt. Institutes & Govt. undertakings.	--	--	Full Powers	Upto Rs. 5 Lakhs	Upto 2 Lakhs	Upto Rs.40,000/-	
1.22	Inspection/Testing by authorized agencies/authorized 3 <sup>rd</sup> Party agencies							
a)	Govt. Institutes & Govt. under takings.	--	--	Full Powers	Up to Rs. 10 Lakhs	Up to Rs. 2 Lakhs		
b)	Other than Govt. Institutes & Govt. undertakings.	--	--	Full Powers	Up to Rs. 5 Lakhs	Up to Rs.1 Lakhs		

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
2.	<b>STOCKS &amp; STORES</b>							
2.10	To sanction and purchase of Stocks / Stores for the works of O & M and Capital							
i)	Materials relevant to construction/ Operation / Plant & Machinery / Electrical equipment including spares, and Telecom equipment & computer related equipment**	Full	Upto Rs.6 Cr.	Upto Rs2 Cr.	Upto Rs.1 Cr.	Upto Rs.30 Lakhs	Upto Rs.4 Lakhs	
	** Like purchase of a) Computers b) Servers c) Printers/Fax Machines d) Network equipment e) Computer related accessories f) UPS g) Telecom equipment h) Software, i) Software development		(With the general approval of CGM/ERP/ Information Systems or through CGM/ERP/ Information Systems after vetting by FA&CCA (Audit & Trust))					In case of printers/ Fax Machines less than Rs.10,000/- value, station head can procure and intimation to the CGM/IS/ ERP for information

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
ii)	Proprietary articles	Full	Upto Rs.3 Cr.	Upto Rs.1 Cr.	Upto Rs.30 Lakhs	Upto Rs. 10 Lakhs	Upto Rs.2 Lakhs	
iii) A.	Tools, Scientific, Survey, Laboratory equipment	Full	Upto Rs.1.4 Cr	Upto Rs.60 Lakhs	Upto Rs.40 Lakhs	Upto Rs. 20 Lakhs	Upto Rs.4 Lakhs	
B.	Computer, Telecom related items like a) AMC of computers, network equipment, UPS & other computer related and Telecom related equipment, b) consumables, c) stationery, d) spares, e) lease line payment f) Internet connectivity payments g) training h) consultation charges i) faculty management charges j) data entry charges.	Full	Upto Rs.1.4 Cr.	Upto Rs.60 Lakhs	Upto Rs.40 Lakhs	Upto Rs. 20 Lakhs	Upto Rs.4 Lakhs	(With the general approval of CGM/ERP / Information Systems)
iv)	Medical ,Hospital Stores and Medical lab Equipment	Full	Upto Rs.1.4 Cr.	Upto Rs.40 Lakhs	Upto Rs.10 Lakhs	Upto Rs. 6 Lakhs	Upto Rs.2 Lakhs	
v)	Office equipment Including fax machine, Xerox machine etc, Furniture and consumables.	Full	Upto Rs.80 Lakhs	Upto Rs.20 Lakhs	Upto Rs.10 Lakhs	Upto Rs. 2 Lakhs	Upto Rs.50,000/-	
vi)	To Incur expenditure in respect of any matter for which no specific authority has been provided.	Full	Upto Rs.60 Lakhs	Upto Rs.10 Lakhs	Upto Rs.2 Lakhs	Upto Rs. 1 Lakh	Upto Rs.20,000/-	(Justification shall be sent immediately to the next higher authority for incurring the expenditure).

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
2.11		Full	Upto Rs.3 Cr.	Upto Rs.1 Cr.	Upto Rs.50 Lakhs	Upto Rs.30 Lakhs	Upto Rs.2 Lakhs	
a)	To purchase on the basis of the rates approved under Rate Contract (s) of DGS & D and APGENCO without calling for tenders”							
b)	To purchase outside DGS&D rate contract in respect of the material available against APGENCO rate contract items at the same or lower rates than those prevailing under rates contract on conditions which are more favorable than those of DS&D rate contract duly observing the tendering procedures	Full	Upto Rs.6 Cr.	Upto Rs.2Crores	Upto Rs.1 Cr.	Upto Rs. 30 Lakhs	Upto Rs.4 Lakhs	
2.12 A)	Acceptance of tenders where more than one valid tender is received							
i)	<b>If the tender is lowest</b>							
a)	Open Tenders	Upto Rs.25 Cr.	Upto Rs.6 Cr.	Upto Rs.2 Cr.	Upto Rs.1 Cr	Upto Rs.30 Lakhs	Upto Rs.4 Lakhs	
b)	Limited Tenders	Upto Rs.5 Cr.	Upto Rs.1.4Cr.	Upto Rs. 50 Lakhs	Upto Rs.20 Lakhs	Upto Rs.4 Lakhs	Upto Rs.1 Lakh	
ii)	<b>If a tender other than the lowest is to be accepted (Reasons to be recorded)</b>							For accepting other than the lowest tender, monthly return of such cases shall be sent to next higher authority with a copy to the FA & CCA (Audit & Trust )
	Open Tenders	Upto Rs.10 Cr	Upto Rs.3 Cr	Upto Rs.1 Cr.	Upto Rs. 50 Lakhs	Upto Rs.10 Lakhs	Upto Rs.1 Lakh	
B)	Purchase of Proprietary items							
a)	Government & PSU	Upto Rs.20 Cr.	Upto Rs.6 Cr.	Upto Rs.1 Cr.	Upto Rs. 50 Lakhs	Upto Rs.20 Lakhs	Upto Rs.4 Lakhs	
b)	OEM (Private)	Upto Rs.5 Cr.	Upto Rs.1.4Cr.	Upto Rs. 50 Lakhs	Upto Rs.15 Lakhs	Upto Rs.10 Lakhs	Upto Rs.2 Lakhs	
C)	Single tender (branded materials)	Upto Rs.5 Cr.	Upto Rs. 1.4 Cr.	Upto Rs. 50 Lakhs	Upto Rs.10 Lakhs	Upto Rs.4 Lakhs	--	(Reasons to be recorded).

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
2.13	To place repeat order provided there is not downward trend in prices subject to budgetary provision and over all powers vested with the purchase authority.	Upto 50% of the original order approved by itself	Upto 50% of the original order approved by him/her self	Upto 50% of the original order approved by him/her self	Upto 50% of the original order approved by him/her self	Upto 50% of the original order approved by him/her self	Upto 50% of the original order approved by him/her self	Where the quantity cannot be broken in to half, then minimum possible quantity can be ordered even exceeding 50% of the original order
2.14	a) Emergency Purchases (reasons to be recorded)			Full	Upto Rs. 40,000/-	Upto Rs. 20,000/-	Upto Rs. 10,000/-	Reasons to be recorded).
	b) Short term lending / borrowing and emergency / purchase of materials and equipment with centre / State Govt. & Govt. controlled organizations	Upto Rs.5 Cr.	Upto Rs. 1.4 Cr.	Upto Rs. 50 Lakhs	Upto Rs.30 Lakhs	Upto Rs.10 Lakhs	Upto Rs. 2 Lakhs	
2.15.A)	To declare stores as surplus / unserviceable to fix resale , reserve price for them and order disposal by open Tender or other-wise difficult to dispose off at book value.	Full	Upto Rs. 80 Lakhs	Upto Rs.20 Lakhs	Upto Rs.10 Lakhs	Upto Rs. 4 Lakhs	Upto Rs. 2 Lakhs	(Salvage committee to be appointed at every station consisting of SE (user dept.), SAO, Divisional Engineer / Stores & other SE to be co-opted)
B)	To declare stores as surplus / unserviceable to fix resale, reserve price for them and order disposal by open tender or otherwise difficult to dispose off at book value for T&P articles.	Full	Upto Rs. 30 Lakhs	Upto Rs.10 Lakhs	Upto Rs.6 Lakhs	Upto Rs.4 Lakhs	Upto Rs.2 Lakhs	
C)	Sanction of sale of stores other than tools and plant and controlled articles at issue rates plus storage, supervision and handling charges or at market rates which ever is higher without detrimental to works (against payment)				Full	Upto Rs.2 Lakhs	Upto Rs. 50,000/-	

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
2.16	To sanction expenditure on transport of materials by the							
	i) Cheapest mode shortest route;	Full	Upto Rs.2 Cr.	Upto Rs.80 Lakhs	Upto Rs.40 Lakhs	Upto Rs. 20 lakhs	Upto Rs. 4 Lakhs	
	ii) Other than the cheapest mode/ shortest route for reasons to be recorded.	Full	Upto Rs.1.40 Cr.	Upto Rs.40 Lakhs	Upto Rs. 20 lakhs	Upto Rs. 10 lakhs	Upto Rs. 2 Lakhs	
2.17	To award contract for loading ,unloading, transport and handling of materials based on tenders	Upto Rs.10 Cr.	Upto Rs.3 Cr.	Upto Rs.80 Lakhs	Upto Rs. 40 Lakhs	Upto Rs. 20 Lakhs	Upto Rs. 4 Lakhs	
2.18	Purchase of stationery, drawing materials, printed forms, printed book, logbook, charts for recorder etc. except computer stationary.			Full	Upto Rs. 25 lakhs per annum	Upto Rs. 15 lakhs per annum		
2.19	A) Authorizing expenditure of demurrages or wharfage charges							
	a) Railways				Full	--	--	
	b) Other than Railways		Full	Upto Rs.10 Lakhs	Upto Rs. 1 Lakh	Upto Rs. 10,000/-	--	
	B) Authorizing Waiver of demurrages / wharfage charges							
	a) Railways		Full	Upto Rs.2 Cr.	Upto Rs. 1 Cr	Upto Rs. 50 Lakhs		
	b) Other than Railways		Full	Upto Rs.2 Lakhs	Upto Rs.1 Lakh	Upto Rs.10,000/-	--	
2.20	Sale of scrap	Upto Rs.20 Cr.	Upto Rs.6.00 Crores	Upto Rs.2 Cr.	Upto Rs.1 Cr.			This item to be dealt by head quarters.
2.21	Material Inspection by 3 <sup>rd</sup> party agencies							
	a) Govt. Institutes & Govt. under takings.			Full Powers	Up to Rs.5 Lakhs	Up to Rs.2 Lakhs	--	
	b) Other than Govt. Institutes & Govt. undertakings.			Full Powers	Up to Rs. 5 Lakhs	Up to Rs.1 Lakhs	--	

## Level of Members of Tender Committee as per the Annexure-II

S.No	Nature of Power	MD	Concerned Director	CE/FA&CCA	SEDy.CCA	DE/EE/SAO	Remarks
<b>3</b>	<b>FINANCE</b>						
3.10	To open account (s) with bank (s) and operate such accounts, make sign, draw, accept, endorse or other wise execute the cheque (s) and demand draft (s)/ banker's cheque (s) for acceptance of receipts and release of payments for fulfillment of the requirements of the APGENCO.	--	--	Full Powers	Full Powers	Full Powers	Opening of Bank accounts should be with the permission of the committee of two Directors consisting of JMD/Director (Finance).
3.11	To determine from time to time who shall be entitled to sign the bill (s), promissory note (s), receipt (s), acceptance (s), endorsement cheque (s), dividend warrant (s), release of contract (s) document (s) and to give the necessary approval for such purpose		Full Powers	--	--	--	-
3.12	Sanction of compensation for damages to crops cutting of valuable or fruit bearing trees, involved in construction works.	Full Powers	Upto Rs.10 Lakhs	Upto Rs.4 Lakhs	Upto Rs.1 Lakhs	Upto Rs.20,000/-	
	Scrutiny by	JMD/ Director (Finance)	FA&CCA (AUDIT & Tr)	Dy. CCA/SAO	SAO/AO	AO/AO	
3.13	a) Sanction re-appropriation between heads of expenditure within the sanctioned budget.		JMD/ Director (F) Full Powers	Upto Rs.10 Lakhs p.a. in each case	--	--	
	b) Sanction of re-appropriation between the units with in the same head of expenditure of O&M budget			Concerned FA&CCA Full Powers	--	--	
3.14	To take on lease or other wise required for the APGENCO any property rights or privileges						
a)	Up to 5 years			Full Powers	Rs.2 Lakhs per annum in each case.	Rs.50,000/- in each case	
b)	More than 5 years	Full Powers Sanction by the concerned director w ith concurrence of JMD/ Director (F)					
	Scrutiny by	JMD/Director(F)	FA&CCA (Audit & Trust)	Dy.CCA/SAO	SAO/AO	AO/AO	

S.No	Nature of Power	MD	Concerned Director	CE/FA&CCA	SE\ Dy.CCA	DE/EE/SAO	Remarks
3.15	To take over land & Buildings						
i)	Where acquired through Govt. Revenue authorities					Full Powers	
ii)	Through negotiations	Full Powers	Compensation amount not to exceed Rs. 50 Lakhs	Compensation amount not to exceed upto Rs.20 Lakhs A committee consists of C.E. of concerned unit. C.E. from HQRs Dy.CCA/SAO of the Field unit	Compensation amount not to exceed upto Rs.10 Lakhs A committee consists of S.E. of concerned unit. D.E. HQRs AND Dy.CCA/SAO/AO of the Field unit	A committee consists of D.E. of concerned unit. A.D.E. from HQRs AO nominated by SE	
3.16	To make deposits / payments to						
a)	Governments / Statutory Local bodies as per statutory requirements	Full Powers	Full Powers	Full powers with in his/her jurisdiction	Full powers with in his/her jurisdiction	Full powers with in his/her jurisdiction	
b)	Other Agencies	Full Powers	Upto Rs. 1 Lakh	-----	-----	-----	
3.17							
a)	To accept certificate of payment in lieu of missing voucher where payment was made by crossed cheque/D.D.			Full Powers	Upto Rs. 2 Lakhs	Upto Rs.50,000/-	
b)	To accept certificate of payments in the time of missing voucher where payments was made by cash			Upto Rs. 40,000/-	Upto Rs. 20,000/-	Upto Rs. 10,000 /- in each case	

S.No	Nature of Power	MD	Concerned Director	CE/FA&CCA	SEDy.CCA	DE/EE/SAO	Remarks
3.18	<b>Write of powers</b>						
A)	Due to obsolescence	Upto Rs.30 lakhs p.a Rs. 2 Lakh in each case	Upto Rs.10 lakhs p.a Rs. 1 Lakh in each case	Upto Rs.4 Lakhs p.a Rs. 40,000/- in each case	Upto Rs. 10,000/-		
B)	Due to theft, fraud or negligence	Upto Rs.30lakhs p.a Rs. 2 Lakh in each case	Upto Rs.4 lakhs p.a Rs. 50,000/- in each case	Upto Rs.1 Lakh p.a Rs. 20,000/- in each case	Upto Rs.20,000/- p.a Rs. 5,000/- in each case		
C)	Due to irrecoverable rents / hire charges / debts / loans / advances	Upto Rs.12 lakhs p.a Rs. 1 Lakh in each case	Upto Rs.2 Lakhs p.a Rs. 10,000/- in each case	Upto Rs.50,000/- p.a Rs.5000/- in each case	Upto Rs.10,000/- p.a Rs.1,000/- in each case		
D)	Any amount due to the APGENCO such as bills receivable from supplier, rent, hospital dues etc., becoming irrecoverable	Upto Rs.20 Lakhs p.a Rs. 1 Lakh in each case	Upto Rs.4 Lakhs p.a Rs. 10,000/- in each case	Upto Rs.2 lakhs p.a Rs. 5,000/- in each case	Upto Rs.10,000/- p.a Rs. 1,000/- in each case		
E)	Irrecoverable amounts dues from employees and ex-employees	Upto Rs.12 lakhs p.a Rs. 1 Lakh in each case	Upto Rs.4 lakhs p.a Rs. 10,000/- in each case	Upto Rs.2 Lakhs p.a Rs. 5,000/- in each case	Upto Rs.10,000/- p.a Rs. 1,000/- in each case		
F)	Small irrecoverable amounts from the accounts of contractors	Rs. 1 Lakh in each case	Upto 40,000/- in each case	Upto Rs.20,000/- in each case	Upto Rs.10,000/- p.a Rs. 1,000/- in each case		
G)	Transit/ Windage Losses of Coal	More than 1.5%	More than 0.8% & upto 1.5%	Upto 0.8%			
3.19	Settlement of claims against the APGENCO from any cause not specifically provided for in the powers delegated	Upto Rs.12 Lakhs					
3.20	Mode of payments						
A)	Operating of Letter of Credits (L/C)		Full powers with concurrence of JMD/Director(F)				
B)	Negotiation of documents through Banks for indigenous supplies and services			Full Powers			

S.No	Nature of Power	MD	Concerned Director	CE/FA&CCA	SE/Dy.CCA	DE/EE/SAO	Remarks
3.21	Appointment of Tax Consultants / internal / Tax auditors / and experts in accountancy company law, costing and financial management etc., for consultancy services and approval of their fees	Upto Rs.12 Lakhs	Director (F) upto Rs. 2 Lakhs	Upto Rs. 20,000/-			
3.22	All types of administrative and general expenses of relevant nature not covered under other items (Contingencies )	Upto Rs. 1,80,000/-	Upto Rs. 75,000/-	Upto Rs. 30,000/-	Upto Rs.15,000/-		
3.23	Liveries, Uniforms, safety items			Full powers for purchases with in his/her jurisdiction	Full powers for purchases with in his/her jurisdiction		
3.24	a) Sanction of imprest	Full powers	Full powers . can sanction imprest to Non- imprest holders .	Full Powers with in his/her jurisdiction as per rules	Full Powers with in his/her jurisdiction as per rules	Full Powers with in his/her jurisdiction as per rules	Vide G.O.O No. 165/GM( HR) / 2002, DATED 04/07/2002
3.25	Sanction of Legal charges		Full powers	Full Powers for payment of legal fee as per Govt. approved scales to legal councils	up to Rs.50,000/- per annum		
3.26	Sanction of expenditure on Tender notices / Advertisement / publicity / Photographs		Full Powers	a) Upto Rs. 1 Lakh p.a. for photograph works  b) Upto Rs. 1 Lakh p.a. for publicity.  c) Upto Rs. 1 Lakh each case by Head quarters CE/FA&CCA for tender notices / advertisement	Upto Rs.20,000/- p.a. for photograph works	Upto Rs.10,000/- p.a. for photograph works	
3.27	Fixation of rents / hire charges for buildings / T&P / Machines			Full Powers as per rules	Upto Rs.10,000/- as per rules		

S.No	Nature of Power	MD	Concerned Director	CE/FA&CCA	SE/Dy.CCA	DE/EE/SAO	Remarks
3.28	a) Sanction of postage, freight, demurrage, wharfage, loading, unloading and other contingent charges other than coal.		Full powers	Full Powers upto 1 Lakh in each case	Upto Rs.20,000/- in each except demurrage and wharfage.	upto Rs.4,000/- in each case except insurance	
	b) Insurance			Full powers CE / head quarters will deal with main plant & machinery	Full Powers	Full Powers	
	c) Custom duty			Full Powers	Full Powers	Full Powers	
3.29	Purchase of Office equipment like Clocks Time Pieces, Rubber stamps and Other Articles of Office equipment based on quotations wherever feasible		Full Powers	Upto Rs. 2 Lakhs p.a.	Upto Rs. 50,000/- p.a.		
3.30	Articles and equipment for Guest Houses, Project Hostels, Inspection Bungalow etc., based on quotations wherever feasible.		Full Powers	a) Initial expenses Upto Rs.10 Lakhs in each case b) Replacement and renewals upto Rs.2 Lakhs p.a. per building	a) Upto Rs.4 Lakhs p.a. b) upto Rs.40,000/- p.a.		
3.31	Retention of quarters in the project beyond stipulated period						
	a) Transferred employee		Full Powers	Full powers in respect of employees working under their control till the end of academic year	Full powers in respect of employees working under their control till the end of academic year where SE is head of the station		
	b) Deceased employee			3 months from the date of death extendable to 6 months in special cases.			
3.32	Passing bills			Full Powers	Full Powers	Full Powers AO Upto Rs.2 Lakhs AAO Upto Rs: 1.0 Lakh	A.O. may exercise full powers in case of estt. Bills.
3.33	Cheque drawing			Full Powers	Full Powers	Full Powers AO Upto Rs.3 Lakhs AAO Upto Rs.1.5Lakh	

S.No	Nature of Power	MD	Concerned Director	CE/FA&CCA	SE\Dy.CCA	DE/EE/SAO	Remarks
3.34	Approval of Journal Entries			Full powers	Full powers	SAO Full Powers AO Upto Rs.2 Lakhs AAO Upto Rs.50,000/-	Entries for accounting, rectification etc. without involving any financial commitment
3.35	Refreshments or office expenses.		Full powers	Full powers	Upto Rs.10,000/- at a time	Upto Rs.1000/- at time	
3.36	Authorization and approval of Tour Programme						
a)	Within his/her jurisdiction			Full powers	Full powers	Full powers	AO may exercise full powers wherever the AO is the head of the Accounts Wing
b)	Within the state			Full powers	Full powers where SE is the head of the station		
c)	Within the India			Full powers			
d)	Abroad	Full powers					
3.37	Authorizing staff and executives under them to travel on official tours by a higher class / mode to which they are not entitled under TA rules.		Full powers				
3.38	Counter signatures of T.A. Bills / Medicals and other bills			Full powers	Full powers	Full powers	A.O. & A.A.O can counter sign T.A. bills and other bills subject to approval of tour diaries etc., by competent authority
3.39	Sanction of local conveyance charges			Full powers	Up to Rs.1000/- in each case per day	Up to Rs.500/- in each case per day	A.O. can exercise similar powers.
3.40	Sanction of purchase of books, journals, periodicals, magazines etc.,			Full powers	Up to Rs.10,000/- p.a.	Up to Rs.4000/- per annum	
<b>3.41</b>	To execute promissory notes, hundies, bills of exchange, bill of lading and other negotiable instruments			Full powers			With the approval of the competent authority

S.No.	Nature of Power	SPC	MD	Concerned Director	CE/ CGM or equivalent	SE/ GM or equivalent	DE/EE/ DGM or equivalent	Remarks
4.0	Administrative approvals of Technical specifications, pre-qualification criteria & technical bids		Above Rs.2 Cr.	From Rs.1 Cr. to Rs.2 Cr.	Up to Rs.1 Cr.			
5.0	Sanction of hired vehicles		Full Powers					
6.0	Sanction for payment of excess KMs run in respect of hired vehicles			Full powers				
7.0	Deviation (s) in the commercial terms and conditions after placement of the order (s)/ awarding of work (s)		Full powers	Next higher level committee	Next higher level committee	Next higher level committee	Next higher level committee	
8.0	Engagement of the Data entry operators, Technical and Non-technical staff and Drivers through outsourcing		Full powers					
9.0	Approval of billing breakups				Full powers			
10.0	Approval of short closure/ cancellation/ reduction of face value of the purchase order(s) / agreement(s)/contract(s)		Full powers	Full powers pertaining to director level committee	Full powers pertaining to CE level and lower level committees			
11.0	Adoption of orders issued by the government towards revision of minimum wages and VDA, etc.		Full powers					

**TENDER COMMITTEES**

1. D.E. Level Committee: ( for Generating stations headed by DE)
  - a) D.E .in charge of the Station
  - b) D.E. to be nominated by concerned SE
  - c) ADE who has requisitioned
  - d) ADE in charge of Stores
  - e) AAO of the Station
  
2. S.E. Level Committee: ( for Generating stations headed by SE)
  - a. S.E in charge of the Station
  - b. S.E. to be nominated by concerned CE
  - c. DE who has requisitioned
  - d. DE in charge of Stores
  - e. SAO/AO of the Station
  
3. C.E. Level Committee: ( for Generating stations headed by CE)
  - i) L.P.C (Rs.30 Lakhs and below):
    - a. C.E in charge of the Station
    - b. S.E who has requisitioned,
    - c. S.E. in charge of Stores
    - d. Dy CCA/SAO of the Station
  
  - ii) H.P.C (Rs.30 Lakhs to Rs.100Lakhs):
    - a. C.E. in charge of the Station
    - b. Another C.E. at the Station Head Quarters or to be nominated by concerned Director.
    - c. S.E who has requisitioned
    - d. S.E. in charge of Stores
    - e. Dy CCA/SAO of the Station
  
4. C.E. at the Head Quarters
  - a. Concerned C.E
  - b. C.E. to be nominated by concerned Director
  - c. S.E. who has initiated the purchases at Head Quarters
  - d. Dy CCA/Audit

5. Director Level Committee
  - a. Concerned Director
  - b. Director to be nominated by MD
  - c. Concerned C.E.
  - d. S.E. who has initiated purchases at the Head Quarters
  - e. FA & CCA/Audit & Trust.

6. Managing Director Level Committee
  - a. Managing Director
  - b. Concerned Director
  - c. JMD/Director (Finance and Commercial)
  - d. C.E. who has initiated purchases at Head Quarters

7. SPC at Corporate Level:

Managing Director and all full time Directors

8. BOARD: The Chairman, the Managing Director and all Full Time and Non Whole Time Directors

**Note:**

- i) The proposals beyond the powers delegated to the SPC and having impact on policy of the APGENCO shall be placed before the Board.
- ii) The Powers delegated in Annexure-I are as follows:

SPC	- Stores Purchase Committee at corporate level
MD	- Managing Director Level Committee
Concerned Director	- Director level Committee
CE/CGM or equivalent	- CE/CGM or equivalent Committee
SE/GM or equivalent	- SE/GM or equivalent Committee
DE/DGM or equivalent	- DE/DGM or equivalent Committee
- iii) The date and time of the Tender Committee Meeting shall be fixed by the competent authority and in case if it is not held for any reason on that date, the same has to be held within next two days with the requisite quorum of three Members.

**NEGOTIATION COMMITTEES**

1. D.E. Level Committee: ( for Generating stations headed by DE)
  - a) D.E .in charge of the Station
  - b) D.E. to be nominated by concerned SE/CE
  - c) AAO of the Station
  
2. S.E. Level Committee: ( for Generating stations headed by SE)
  - a. S.E in charge of the Station
  - b. S.E. to be nominated by concerned CE
  - c. SAO/AO of the Station
  
3. C.E. Level Committee: ( for Generating stations headed by CE)
  - i) L.P.C (Rs.30 Lakhs and below):
    - a. C.E in charge of the Station
    - b. S.E. in charge of Stores
    - c. S.E who has requisitioned
    - d. Dy CCA/SAO of the Station
  
  - ii) H.P.C (Rs.30 Lakhs to Rs.100Lakhs):
    - a. C.E. in charge of the Station
    - b. Another C.E. at the Station Head Quarters or to be nominated by concerned Director.
    - c. S.E. in charge of Stores
    - d. S.E who has requisitioned
    - e. Dy CCA/SAO of the Station
  
4. C.E. at the Head Quarters
  - a. Concerned C.E
  - b. C.E. to be nominated by concerned Director
  - c. S.E. who has initiated the purchases at Head Quarters
  - d. Dy CCA/Audit
  
5. Director Level Committee
  - a. Concerned C.E.
  - b. FA & CCA/Audit & Trust.
  
6. Managing Director Level Committee
  - a. Concerned Director
  - b. JMD/Director (Finance and Commercial)
  - c. C.E. concerned at Head Quarters
  
7. SPC at Corporate Level & Board Level committee:
  - a. Concerned Director
  - b. JMD/Director (Finance and Commercial)
  - c. C.E. concerned at Head Quarters
  - d. FA & CCA/Audit & Trust.

## ANNEXURE-III

### CONCEPT, INTENT AND PURPOSE OF DELEGATION

The delegation of powers has been drawn up keeping in view of the following criteria.

- ( i ) The Delegation shall effectively contribute to the smooth, expeditious and efficient realization of corporation's laid down goals and targets, within the policy framework set for itself.
- ( ii ) The delegation shall effectively utilize the organizational structure for realization of the purpose set out in (i) above.
- ( iii ) The delegation shall be commensurate with the responsibilities and the status of the executives to whom the delegation has been accorded.
- ( iv ) The delegates shall be accountable for their decisions under the delegation.
- ( v ) The delegates shall be subject to such controls/instructions as are conveyed from time to time to the delegates in general or in particular.
- ( vi ) As the delegation is meant for smooth execution of the work and expeditious realization of corporate goals, any constraint or impediment in this direction shall promptly be brought up the concerned and reviewed by the Competent Authority to remedy the same.
- ( vii ) An interpretation placed on the delegation shall take into account the intent, purpose and concept behind the delegation, viz, to execute the work in a manner which is smooth (i.e. not causing any disturbance or dislocation in the course of execution), effective (i.e. cost effective, being the best possible alternate at least possible cost) and expeditious (i.e. ensure timely quickest possible realization of the objective without any hindrance or impediment).
- ( viii ) The delegation is also based on the concept of centralized policymaking and decentralized execution.
- ( ix ) In respect of powers delegated up to the concerned Director level committee and in matters of extreme urgency i.e. when in the absence of decision/annotation/approval, the company is likely to be put to a loss of revenue ,disadvantage, embarrassment increase in expenditure directly or indirectly and the concerned authority is not available to accord approval the next lower level authority may exercise the power after recording the fact of urgency and of the non availability of the higher authority. The decision / sanction/approval shall however, be shown promptly to the concerned higher official for post – facto approval. This shall not however apply to modification in terms of payment and payment to contractors.
- ( x ) The financial powers shall always be exercised with due observance of canons of financial property, which are enumerated in the Annexure IV. Care may be taken to ensure that awards are not split only for the purpose of bringing the same within the powers of a particular Executive.

**CONONS OF FINANCIAL PROPERTY**

- ( i ) Expenditure should not prima facie be more than the occasion demands.
- ( ii ) Every employee should exercise same vigilance in respect of expenditure incurred from Public Money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- ( iii ) No authority should exercise powers of sanctioning expenditure to pass in order, which will directly or indirectly be to its own advantage.
- ( iv ) Public money should not be utilized for the benefit of a particular person or section of the community, unless.
  - a. Amount of expenditure is insignificant.
  - b. A claim for the amount would be enforced in a Court of Law.
  - c. Expenditure is in pursuance of a recognized custom or policy.
- ( v ) Amount of allowances, such as travelling allowances granted to meet expenditure of a particular type should be so regulated that allowances are not, on the whole source of profit to the recipient.