

SCHEDULE OF DELEGATION OF POWER



WBSEDCL

WEST BENGAL STATE ELECTRICITY DISTRIBUTION CO. LTD.

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

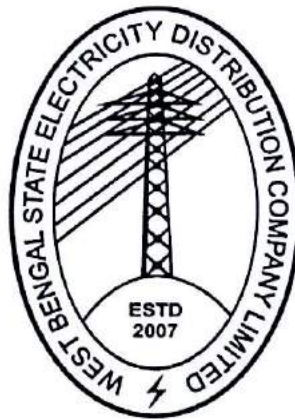
VIDYUT BHAVAN, BLOCK - DJ, SECTOR - II

BIDHANNAGAR, KOLKATA - 700 091



WBSEDCL

**SCHEDULE
OF
DELEGATION OF POWER (DOP)
2015**



WBSEDCL

**WEST BENGAL STATE ELECTRICITY
DISTRIBUTION COMPANY LTD.**

Memo No. WBS E D C L/BC/3/361(832)

Dated: 01.11.2015

Distribution:

1. Adviser(S&V), WBS E D C L.
2. Legal Adviser, WBS E D C L.
3. Chief Engineer: Distribution/Distribution Planning/RE/Projects-I/II/III/Commercial/P&C/Hydel/PTP/ Regulatory/ CRM/P&C/DTD/PIDD/Hydel Constn./PSPD/CMPD/REM/EMD/ Communication, WBS E D C L.
4. Chief Engineer & Project Manager, PPSP HQ, WBS E D C L.
5. General Manager: (HR&A), WBS E D C L.
6. General Manager(F&A): Corp., WBS E D C L.
7. General Manager/(HR&A): T&D and PM., WBS E D C L.
8. General Manager (F&A): I.A., WBS E D C L.
9. Company Secretary, WBS E D C L.
10. Project Manager, RHP/TCFHP/JHP, WBS E D C L.
11. Project Site-in-Charge, PPSP Site, WBS E D C L, Bagmundi.
12. Addl. Chief Engineer: Safety/S&LP, WBS E D C L.
13. Officer on Special Duty, WBS E D C L.
14. Chief Vigilance Officer, WBS E D C L.
15. Zonal Manager/Sr. Manager (F&A)/Sr. Manager(HR&A): Kolkata/Burdwan/Mindapur/ Berhampur/Siliguri Zone, WBS E D C L.
16. Addl. Genl. Manager (HR&A): SSC/CLM/ES ER-I/Dist./Legal/Vigilance/ES ER-II/ Recruitment & Manpower Planning/Common Service Cell, WBS E D C L.
17. Project Manager: Siliguri/ Raiganj/ Dakshin Dinajpur/ Berhampore/ Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/Murshidabad/ Nadia/ Paschim Midnapure/ Purba Midnapur/ Bankura/ Baruipur/ Howrah/ Hooghly/ Diamond Harbour/ Suri/ Purulia/ Coochbehar Special Project Cell RE Project, WBS E D C L.
18. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Terminal Claims/Hydel/ Dist./RE/P&C/Internal Audit, WBS E D C L.
19. Superintending Engineer : Siliguri/Durgapur Testing Circle, WBS E D C L
20. Addl. General Manager (Corporate Communication), WBS E D C L
21. Chief Medical Officer, WBS E D C L.
22. Resident Director, Liaison Officer, WBS E D C L, New Delhi.
23. Chief Security Officer, WBS E D C L.
24. Sr. Manager (HR&A): ES ER-I/Contract & Procurement, WBS E D C L.
25. Advisor(Land), WBS E D C L.
26. Regional Manager/Manager(F&A)/Manager(HR&A): South 24-Parganas/Bidhannagar/ North 24-Parganas/Howrah/ Hooghly/Burdwan/Birbhum/Tamluk/Midnapur/Bankura/Purulia/Nadia/Murshidabad/Malda/Raiganj/Jalpaiguri/Darjeeling/Coochbehar, Region, WBS E D C L.
27. Divisional Manager/ Asstt. Manager(F&A)/ Asstt. Manager(HR&A): Behala/Baruipur/ Garia/ Diamond Harbour/ Canning/ Kakdwip/ Bidhannagar-I/ Bidhannagar-II/ Howrah-I/ Howrah-II/Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/ Habra/ Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Ghata/ Midnapure/ Kharagpur/ Egra/ Belda/ Bankura/ Bishnupur/ Khatra/ Purulia/ Raghunatapur/ Kalyani/ Krishnagar/ Tehatta/ Berhampur/ Kandi/ Raghunathganj/ Domkal/ Jiaganj/ North Malda/ South Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Islampur/ Jalpaiguri/ Alipurduar/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri Suburban/ Kurseong/ Kalimpong/ Mal/ Mathabhanga Division,
28. Sr. Manager(F&A)/ Manager (F&A), Estb. Corp./ Pension/ CMC/ TCF/ RHP/ JHP/ Treasury/ Fund/ G&GI/ PF/ F.A. Cell, Corporate/ Dist./ Estate Management Deptt., WBS E D C L.
29. Manager(Store), Chord Road Central Stores, WBS E D C L.
30. The Station Manager: Bidhannagar-I/ Bidhannagar-II/ Bidhannagar-III/ Rajarhat/ Baguihati/ Tegharia/ Krishnapur/ New Barrackpur/ Birati/ Bhangar/ Minakhan/ Amtala/ Pailan/ Bakrahat/ Budge Budge/ Diamond Harbour/ Sarisha/ Falta/ Kulpi/ FSEZ/ Kakdwip/ Namkahan/ Rudranagar/ Pathar/ Bansdroni/ Garia/ Boral/ Rajpur/ Sonarpur/ Baruipur/ Mahinagar/ Champahati/ Joynagar/ Mograhat/ Lakshmikantapur/ Canning/ Basanti/ Barrackpur/ Rahara/ Sodepur/ Muragacha/ Pansila/ Agarpara/ Anandapuri/ Jafarpur/ Aurobindanar/ Naihati/ Deulpara/ Kanchrapara/ Halisahar/ Kampa/ Bhatpara/ Kankinara/ Authpur/ Shyamnagar/ Jethia/ Barasat/ Madhyamgram/ Abapally/ Noapara/ Duttapukur/ Ganganagar/ Berachampa/ Jeerat/ Kadambagachi/ Basirhat/ Maitra Bagan/ Kholapota/ Haroa/ Hasnabad/ Swarupnagar/ Sandeshkhali/ Hingalganj/ Bhebia/ Baduri/ Habra/ Banipur/ Ashokenagar/ Bongaon/ Gangrapota/ Gajghata/ Thakurnagar/ Gobardanga/ Bagdah/ Gopalnagar/ Andul-Mouri/ Jal Dhulaguri/ Bally/ Dasnagar/ Santragachi Bhattanagar/ Jagadishpur/ Domjur/ Salap/ Munshirhat/ Bargachia/ Udaynarayanpur/ Amta/



Amaroagori/ Ajodhya/ Bagnan-I/Bagnan-II/ Burakhali/ Garchumuk/ Panchla/ Uluberia/ Birshibpur/ Chanditala/ Makhla/ Nabagram/ Serampur/ Begampur/ Jangipara/ Jangalpara/ Mosat Dhaniakhali/ Gurap/ Tarakeswa/ Rajbalhat/ Arambagh/ Gourhati/ Goghat/ Kamarpukur/ Asanpur/ Khanakul Rajhati/ Pursura/ Champadanga/ Pipulpati/ Tolalfatak/ Ballymore/ Mogaltuli/ Chandannagar-I/ Bandel/ Chandannagar-II/ Chandannagar-III/ Polba/ Khalisani/ Mogra/ Pandua/ Khanyan/ Bansberia/ Bainchi/ Khamargachi/ Somrabazar/ Adisaptagram/ Haripal/ Nalikul/ Nisibpur/ Singur/ Burdwan-I/ Burdwan-II/ Burdwan-III/ Burdwan-IV/ Khandaghosh/ Guskara/ Bonpash/ Galsi/ Bhatar/ Kurmun/ Raina/ Saktigarh/ Satgachia/ Jamalpur/ Nabastha/ Dainhat/ Natunhat/ Katwa/ Ketugram/ Monteswar/ Samudragarh/ Baidyapur/ Purbasthali/ Kalna/ Dhatrigram/ Benac-hity/ Andal/ Budbud/ Ukhra/ Jamuria/ Gopalpur/ Pandaveswar/ Asansol-I/ Asansol-II/ Raniganj/ Hirapur/ Rupnarayanpur/ Domohani/ Suri East/ Suri West/ Santiniketan/ Bolpur/ Ahmedpur/ Lavpore/ Kirnahar/ Chandrapur/ Ilambazar/ Rampurhat/ Margram/ Sainthia/ Md. Bazar/ Nalhati/ Muraroi/ Kharagpur/ Malancha/ Narayangarh/ Balichak/ Pingla/ Sabong/ Belda/ Keshiary/ Dantan/ Mohanpur/ Madpur/ Lowallda/ Sankrail/ Khakurda/ Nimpura/ Nayangram/ Midnapur/ Anandapur/ B.R. Sector/ Salboni/ Chandrakona Road/ Amlagora/ Daspur/ Sonakhali/ Ghatal/ C.K. Town/ Ramjibanpur/ Upperkauai/ Birshinga/ Tamluk/ Matangini/ Nandakumar/ Kolaghat/ Gopalnagar/ Panskura/ Gourangapur/ Moyna/ Bhagwanpur/ Khejuri/ Contai/ Marisda/ Pichhaboni/ Egra/ Patashpur/ Digha/ Chaitanyapur/ Durgachak/ Mahisadal/ Chandipur/ Nandigram/ Patpur/ Lal Bazar/ Schooldanga/ Barjora/ Beliatore/ Saltora/ Jhantipahari/ Chhatna/ Ranibandh/ Hirbandh/ Khatra/ Indpur/ Gangajalgahti/ Mejia/ Bishnupur/ Sonamukhi/ Indus/ Patrasayer/ Radhanagar/ Onda/ Joypur/ Kotulpur/ Taldangra/ Simlapal/ Sarenga/ Raipur/ Purulia/ Telkalpara/ Manbazar/ Bandowan/ Hura/ Puncha/ Raghunathpur/ Saltore/ Santuri/ Cheliama/ Kshipur/ Adra/ Anara/ Dubra/ Jhalda/ Joypur/ Arsha/ Balarampur/ Barabazar/ Baghmundi/ Aranghata/ Ula Birnagar/ Ranaghat North/ Ranaghat South/ Aistala/ Gangnapur/ Chakdah East/ Chakdah West/ East Bishnupur/ Kalyani/ Gayeshpur/ Subarnapur/ Madanpur/ Krishnagar Town/ Krishnagar Road Station/ Santipur/ Fulia/ Dignagar/ Nabadwip/ Badkulla/ Krishnaganj/ Bogula/ Swarupganj/ Chitrasali/ Debagram/ Chatra/ Bethuadahari/ Karimpur/ Nazirpur/ Dhubulia/ Tehatta/ P.Abhoynagar/ Matiari/ Murgaha Dharmada/ Khagra/ Gorabazar/ Cossimbazar/ Bharampur/ Daulatabad/ Baharan/ Beldanga/ Rejinagar/ Amtala/ Jiaganj/ MMT/Chak Islampur/ Raninagar/ Domkal/ Jalangi/ Raghunathganj/ Jangipur/ Aurangabad/ Dhulian/ Farakka/ Bhagabangola/ Lalgola/ Sagardhigi/ Nabagram/ Azimganj/ Kandi/ Bharatpur/ Salar/ Pnchthupi/ Khargram/ Goaljan/ Shaktipur/ Gokarna/ Rathbari/ Fulbari/ Mokdampur/ Old Malda/ Kaliachak/ Sujapur/ Aiho/ Mothabari/ Mathurapur/ Baisanbnagar/ Samsi/ Paranpur/ Gazol/ Chanchol/ Harishchandrapur/ Bhaaluka/ Bamongola/ Malatipur/ Hakimpara/ Power House/ Prodhannagar/ Subhaspally/ NJP Gate Bazar/ Milanpally/ Siliguri Town/ Bagdogra/ Matigara/ Shibmandir/ Naxalbari/ Phasidewa/ Kharibari/ Kalimpong/ Teesta Bazar/ Mongpu/ Kurseong/ Sonada/ Mirik/ Darjeeling/ Bijanbari/ Lodhama/ Takda/ Sukhiapokri/ UM Sector/ NBPP Sector/ Belacoba/ Haldibari/ Moynaguri/ Changrabandha/ Dhupguri/ Banarhat/ Nagrakata/ Malbazar/ Oldlabari/ Meteli/ Jhalong Paren/ Alipurduar New Town/ Alipurduar P. Bazar/ Kamakshyaguri/ Kalchini/ Jaigaon/ Birpara/ Falakata/ Madarihata/ Samuktala/ Coochbehar Main/ Khagrabari/ New Town/ Dinhat-I/ Dinhat-II/ Toofanganj/ Basirhat/ Mathabhanga/ Setai/ Sitalkuchi/ Raiganj/ Kaliaganj/ Hemtabad/ Birnagar/ Itahar/ Dalkhola/ Kanki/ Goalphokor/ Islampur/ Chopra/ Balurghat/ Hilli/ Kumarganj/ Buniadpur/ Harirampur/ Gangarampur/ Kushmundi/ Tapan Customer Care Centre, WBSEDCL.

31. P.S. to Chairman and Managing Director/ Director(H.R.)/ Director (Finance)/ Director (Generation)/ Director(Dist.)/ Director(R&T)/ Director(Projects)/ Executive Director (R&T)/ Executive Director (IT), WBSEDCL
32. General Secretary, WBSEB Employees' Union, 77/1, M.G. Road
33. General Secretary, WBSEB Workmen's Union
34. General Secretary, WBSEB Employees' Union, 6, Kali Shome Street
35. Hony. Secretary, WBSEB Engineers' Association
36. General Secretary, WBSEB Technical Supervising Staff Association
37. General Secretary, WBSEB Finance & Accounts Managers' Association
38. General Secretary, WBSEB Officers' Association
39. General Secretary, WBSEB Technical Officers' Association

List of Acronyms

AE	Assistant Engineer
AGM	Additional General Manager
AM	Assistant Manager
AoA	Articles of Association
BoD	Board of Directors
CAG	Comptroller & Auditor General
CE	Chief Engineer
CMD / MD	Chairman & Managing Director / Managing Director
CMO	Chief Medical Officer
CS	Company Secretary
DDO	Drawing & Disbursing Officer
DE	Divisional Engineer
Dept.	Department
DGS&D	Directorate General of Supplies & Disposals
DM	Divisional Manager
DoP	Delegation of Power
DPR	Detailed Project Report
E D	Executive Director
EMD	Earnest Money Deposit
EM Dept.	Estate Management Department
F&A	Finance & Accounts
FR	Feasibility Report
GM	General Manager
GoWB	Government of West Bengal
HPC Wing	Hydro Project Construction Wing
HR&A	Human Resources & Administration
LD	Liquidated Damage
LoA	Letter of Award
LTC	Leave Travel Concession
Mgr	Manager
MoA	Memorandum of Association
MMHD	Mini Micro Hydel Division
NIT	Notice Inviting Tender



O&M	Operation & Maintenance
OEM / OES	Original Equipment Manufacturer / Original Equipment Supplier
OSD	Officer on Special Duty
P&C	Procurement & Contract Department
PIDD	Project Investigation and Design Department
PM	Project Manager of Generation Projects
PO	Purchase Order
PPSP	Purulia Pump Storage Project
PSIC, PPSP	Project Site Incharge, PPSP
PTP	Power Trading and Procurement
RM	Regional Manager
ROPA	Revision of Pay and Allowances :2009
RTA	Regional Transport Authority
SAE	Sub Assistant Engineer
SBD	Standard Bidding Document
SE	Superintending Engineer
SIRN	Stores Issues cum Requisition Note
SLDC	State Load Despatch Centre
Sr. M	Sr. Manager
SRV	Stores Receipt Voucher
TA	Travelling Allowance
WBERC	West Bengal Electricity Regulatory Commission
WBSEBESR	WBSEB Employees Service Regulations
WBSEDCL	West Bengal State Electricity Distribution Company Limited
WBSETCL	West Bengal State Electricity Transmission Company Limited
Z M	Zonal Manager

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A-1 Introduction

Background

- 1.1 Post Electricity Act 2003, the Government of West Bengal (GoWB) undertook reforms programme for the power sector to enhance the operational & commercial efficiency and financial viability of the state-owned power utilities. The GoWB bifurcated the erstwhile West Bengal State Electricity Board (WBSEB) into two functionally independent state-owned companies' viz. West Bengal State Electricity Transmission Company Limited (WBSETCL) and West Bengal State Electricity Distribution Company Limited (WBSEDCL), with effect from 1st April 2007. Capacity Building Programme was a major component of such Reforms initiative.

Purpose & scope of this document

- 1.2 As a part of the WBSEDCL's Capacity Building exercise, this document has been prepared keeping in view the revised corporate and field organization structures, approved Procurement Policy, other relevant documents and existing Schedule of Delegation of power (DoP).
- 1.3 This document lays down the DoP for WBSEDCL in relation to Procurement & related activities, Consumer Services, HR & Administration, Legal and Finance functions for the following authorities of WBSEDCL:

The Board of Directors (BoD) and the Board Committees;
 The Chairman & Managing Director (CMD)
 Directors/Executive Directors of the Company; and
 Standing Tender Committees
 Executives / Officers of the Company.

- 1.4 The document has been prepared keeping in view the revised corporate and field organization structures as per the CMD's Order No. PP/2011/01 dated 12.01.2011 and other relevant documents.
- 1.5 The existing office names/nomenclatures and corresponding new office names/nomenclatures adopted by WBSEDCL and used in this document are mapped in the following table:

Existing office names/nomenclatures	New office names/nomenclatures
Zonal Office	Zonal Office
Circle Office	Regional Office
Division Office	Division Office / Urban Division
Group Electric Supply Office	Customer Care Centre (Rural / Urban)

A-2 Principles of delegation of power (DoP):

Concept, intent and purpose of delegation

- 1.6 The Delegation of Power has been prepared on the following principles:
- a) The delegation shall effectively contribute to the smooth, expeditious and efficient realisation of Company's laid down goals and targets, within the policy framework set for itself;
 - b) The delegation shall be commensurate with the responsibilities and the status of the Executives to whom the delegation has been made;
 - c) The delegates shall be accountable for their decisions taken as per the delegation of power.
 - d) The delegation shall be subject to such controls/instructions as are conveyed from time to time to the delegates in general or in particular.
- 1.7 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 to the notice to the Competent Authority by the concerned officers for remedial measures.
- 1.8 Any 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 alternative at least possible cost) and expeditious (i.e. ensure timely and quickest possible realisation of objective without any hindrance or impediment).
- 1.9 The delegation is also based on the concept of centralized policy making and decentralized execution.
- 1.10 In respect of power delegated at the level of Director and in matters of extreme urgency, i.e. when in the absence of decision / sanction / approval, the Company is likely to be put into 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 (in their respective areas of work) after recording the fact of urgency and of the non-availability of the higher authority. Where possible, the approving authority shall be kept duly informed of the decision being taken and the prevailing circumstances. The decision / sanction / approval shall however, be submitted within 7 (seven) days to the concerned higher official for post-facto approval. This shall not however apply to modification in terms of payment and payment to contractors.

General principles of delegation

- 1.11 The authority higher than the authority competent to exercise power under this delegation shall have power to exercise these power even if there is no specific delegation to that effect.
- 1.12 The delegation of power provided hereunder shall supersede the delegation on the subject in force at present from the date the revised delegation of power come into effect through a formal office order.
- 1.13 In case the nomenclature of the post to which specific power are delegated, is changed, the power delegated to the previous authority may be assigned to the incumbents of the renamed posts.
- 1.14 The power delegated to Directors / Chief Engineers / Zonal Managers / PM -Generating Projects & Stations / PSIC,PPSP / Regional Managers/ Divisional Managers, Unit Incharge, Generation Project,Project Site of PPSP, HPC Wing, DE, MMHD / Station Managers, shall also be applicable for equivalent positions (i.e. Director / General Manager or Company Secretary / Addl. General Manager / Sr. Manager / Manager / Assistant Manager respectively) where the power are to be exercised by the concerned departments in their respective areas/jurisdictions as per the delegation of power. *Project Managers of R.E Projects shall exercise the administrative & financial power similar to that of Regional Managers. The power delegated to Addl. CE, Estate Management Department and Addl.CE-PIDD/PSPD shall not be exercisable unless they hold the position of HOD.General Manager(HR&A)-Corp., O.S.D and other Officials attached to Corporate delegated with administrative and financial power shall exercise such power with the concurrence of Corporate Finance provided no associated finance exists for them.*
- 1.14(a) Administrative and financial power having an effect of outlay in foreign currency shall be exercised by the respective authority not below the rank of CMD. The limits/ powers as specified in this delegation are exclusive of all taxes and duties.*
- 1.14(b) Chief Engineer(PTP), E.D (R & T) and Director(R&T) are empowered to exercise their power for Procurement, Sale and Trading of Power as per O.O no. 424, dt. 05.04.2011 & O.O no. 430, dt. 19.04.2011 of Director(HR) and would act as per guideline laid down in the manual on "Power Procurement, Sale & Trading" issued vide O.O no. 425, dt. 05.04.2011 of the Director(HR).*
- 1.15 *The exercise of the delegation of power shall be subject to the concurrence of the Head of Finance & Accounts attached to the respective office. No prior concurrence of local or associated Finance to the Controlling Officer would be necessary in cases where Station Managers have been delegated to exercise power as per scheduled rate of Contract in the event of urgency. In the event of any difference between the Controlling Officer and his Head of the Finance & Accounts, the Controlling Officer can , in case of urgency, over-ride the advice of his Head of the Finance & Accounts with reasons recorded in writing and inform next higher authority of the same. (Normally, in the event of any difference between the Controlling Officer and his Head of Finance and Accounts, the matter shall be referred to the next higher authority whose decision shall be treated as final and if he considers necessary, he can seek the advice of his next higher authority)*



- 1.16 In case of local Purchase for de-centralised items normal tender policy/ *e-tender policy* by the respective offices. It is to be ensured that purchase orders/contracts are not split only for the purpose of bringing the same within the power of respective Executives.
- 1.17 (a) CMD shall be authorised to finalise and approve the rate contract for various types of O&M jobs generally done by contractors for a period not exceeding *3 years with reference to the power delegated under clause 1.26. The rate contract should generally be initially for 2 years. Contract may be extended for further one year after ascertaining last 02 year's performance of the agency on approval of CMD with existing terms & condition.*
- 1.17 (b) CMD shall be authorized to decide upon different issues relating to commercial matters of Consumers & approve proposals thereto.*
- 1.18 Approval of rate contract upto 02 years should be accorded to by an authority not below the rank of Chief Engineer with reference to the power delegated under clause 1.26*
- 1.19 The term "Works" used in this document refers to any activity involving construction, fabrication, repair, testing, overhauling, renovation, installation, erection, *excavation, Micro Tunneling*, dismantling, dredging, etc. which make use of a combination of labour, machinery, equipment, material and technology.
- 1.20 The term "Controlling Officer" shall mean the officer not below the level of Divisional Manager and In charge as Head of Units / Offices / Cells/Departments for the purpose of administrative control.
- 1.21 The term "HOD" used in this document refers to the officers who directly report to the CMD / Functional Directors, as applicable.
- 1.22 The term "Prevailing Norms" used in this document refers to the approved norms, provisions, terms & conditions as stipulated in WBSEBESR (as adopted by WBSEDCL) / ROPA / circulars / orders issued by the management from time to time and subsequent amendments thereof.
- 1.23 The powers shall be exercised in all cases, subject to the availability of fund provision in the approved budget estimates or the revised estimates as the case may be and also having due regard to the need for incurrence and economy in expenditure. The concerned HOD / Controlling Officer / *Delegated Authority to exercise power*, as the case may be, shall be responsible to provide the expenditure incurred on commitment basis and the left out balance in the budget.
- 1.24 In case a subordinate officer is In-charge of an office/department (one level lower in designation than the sanctioned post for that office/department), he/she will be deemed to have been authorized to exercise full financial power delegated to the sanctioned post of In-charge for that office/department.
- 1.25 The scope & Power of the Board Committee shall be such as may be decided by the Board of Directors from time to time. In exercising the powers delegated herein, all officers shall scrupulously



follow the decisions of the Board as well as executing instructions, if any, issued from time to time relating to the subject concerned and observe all necessary procedural formalities required under the rules and orders of the Board and Board Committees

- 1.26 Unless otherwise mentioned explicitly in this document or elsewhere under the direction of the BoD, the authorities mentioned below will exercise the administrative and financial power for all kinds of activities, in their respective areas of control, provided these are not in contravention with the existing policies, norms, orders, etc as set out by the BoD :

1	Board of Director	Above ₹ 50 Crore
	(to be placed through Board Committee)	
2	Board Committee	₹ 50 Crore
	(with concurrence of Corporate Finance)	
3	Chairman and Managing Director	₹ 40 Crore
	(with concurrence of Corporate Finance)	
4	Directors	₹ 20 Crore
	(with concurrence of Corporate Finance)	
5	Standing Tender Committee	₹ 10 Crore
	(with concurrence of local/associated Finance)	
6	Chief Engineer	₹ 5 Crore
	(with concurrence of local/associated Finance)	
7	Zonal Manager	₹ 3 Crore
	(with concurrence of local/ associated Finance)	

Executive Directors shall exercise all the administrative & financial power similar to that of Directors with concurrence of Corporate Finance.

1.27 Standing Tender Committee (STC)

Standing Tender Committee in respect of various wings shall take decision / recommend on the matter related to works, contracts for services, purchase etc. In addition to that the committee shall also resolve / recommend on the following issues :

- a) Acceptance of rates higher than that in the schedule as *per latest estimates, by 10% and above*
- b) Approval of *unusual* nature of tender etc.

Standing Tender Committees (STC) shall function for Distribution Wing, Hydel Wing, PPSI including PIDD, Procurement & Contract Department and RE wing comprising of officials as mentioned below against Wingwise Committee :-

Standing Tender Committee for Procurement & Contract

1	Chief Engineer (P&C)	Chairman
2	Chief Engineer (Dist. Project-I/II/III / RE)	Member
3	Chief Engineer (Testing)	Member
4	Chief Engineer (Planning)	Member
5	Chief Engineer (Dist.)	Member
6	Head of HR&A (P&C)	Member
7	Head of F&A (P&C)	Member
8	Addl. CE (P&C)	Member Convenor

Standing Tender Committee for Distribution, Projects, Rural Electrification & EMD

1	Chief Engineer Distribution/RE/ Dist. Projects-I/II/III/EMD	Chairman for respective Dept.
2	Chief Engineer (Planning)	Member
3	Chief Engineer Distribution/RE/ Dist. Projects-I/II/III/EMD	As Member for proposals belonging to other departments
4	Chief Engineer (Testing)	Member
5	Head of HR&A (Respective Dept.)	Member
6	Head of F&A (Respective Dept.)	Member
7	Addl. CE (Respective Dept.)	Member Convenor

N.B. If required Chairman of the respective committee may invite any other HOD as Member-invitee.

Action Taken Report on resolution of the STC should be submitted to STC in the subsequent meeting.

Meeting should be held by 10th in each month unless any circumstances arise owing to un-avoidable factors

Standing Tender Committee for Hydel

1	Chief Engineer (Hydel)	Chairman
2	Chief Engineer (HPC)	Member
3	AGM (F&A) (Hydel H.Q.)	Member
4	PM (Rammam HP)	Member
5	PM (Jhaldhaka HP)	Member
6	PM (TCFHP)	Member
7	Head of HR&A (Hydel H.Q.)	Member
8	SE attached to Hydel H.Q.	Member Convenor
9	PM / HoD of individual project (for agenda item related to concerned Project)	Invitee



Standing Tender Committee for Purulia Pump Storage Project, Project Investigation & Design Department and Pumped Storage Project Department

1	Chief Engineer (PPSP)	Chairman
2	Chief Engineer (PIDD) / <i>Chief Engineer (PSPD)</i>	Member
3	Project site in charge (PPSP)	Member
4	Head of HR&A (PPSP)	Member
5	Head of F&A (PPSP) / Head of F&A (PIDD) / <i>Head of F&A (PSPD)</i>	Member
6	Addl. CE (PIDD)	Member
7	<i>Addl. CE (PSPD)</i>	<i>Member</i>
8	Addl. CE (PPSP)	Member Convenor

1.28 To settle dispute of current/arrear/supplementary bills in respect of High Voltage Bulk consumer and L&MV consumer, Empowered Committee at Corporate, Zone and Division level shall be constituted in terms of Board Resolution no.: 18 dated 29/03/2010 comprising of following officials:

1.28.1 To settle dispute of current/arrear/supplementary bills in respect of High Voltage Bulk consumer, Empowered Committee at Corporate level shall be as follows comprising of the following officials :

Committee at Corporate level

1	CE (Distribution)	Chairman
2	CE (Commercial)	Member
3	AGM(HR&A) -Dist.	Member
4	Addl. CE /SE attached to Commercial deptt.	Member Secretary
5	AGM(F&A) -Dist.	Member
6	AGM(HR&A) -Legal	Member
7	Regional Manager (who will place the case)	Invitee

1.28.2 To settle dispute of current/arrear/supplementary bills in respect of L&MV consumer, Empowered Committee at Zonal level shall be as follows comprising of the following officials :

Committee at Zonal level

1	Zonal Manager	Chairman
2	Sr. Manager (F&A) / Head of the F&A wing of respective Zone	Member
3	Sr. Manager (HR&A) / Head of the HR&A wing of respective Zone	Member
4	SE attached to the Zone	Member Secretary
5	All Regional Managers	Member
6	Divisional Manager (who will place the case)	Invitee

1.28.3 To settle dispute of current/arrear/supplementary bills in respect of L&MV consumer, Empowered Committee at Divisional level shall be as follows comprising of the following officials :

Committee at Divisional level

1	Divisional Manager	Chairman
2	Asstt. Manager(F&A) / Head of the F&A wing	Member
3	Asstt. Manager(HR&A) / Head of the HR&A wing	Member Secretary
4	AE -DCC	Member
5	Station Manager (who will place the case)	Invitee

1.29. The financial limit as specified in this delegation for the purpose of exercising of financial approval shall be the amount before consideration of Taxes, Duties & Cess.

1.30. Powers for interpretations or clarifications in respect of any matter covered in the schedule of delegation of powers shall rest with the Director(HR).



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
1	Administrative Approval and Technical Sanction (subject to Budget provision)					
1(a)	Approval of Feasibility Report (FR) / Detailed Project Reports (DPRs) for projects and for schemes / new projects / renovation & modernization / augmentation projects / additions in any existing facilities, or of any project undertaken as per the directions of the GoWB including materials & labour in each case	₹70 Lakhs	₹ 50 Lakhs	₹ 25 Lakhs	NIL	1. Subject to approval of Capital Budget by the BoD. Procedure for Capital expenditure should be followed the O.O.No: 306 dated 21.06.2010 of the Director (HR) 2. If necessary, Technical clearance on the proposal of Estate Management Department may be taken from the Planning Department
1(b)	Upward variation of technical sanction and administratively approved schemes upto 10%	<i>Same authority who approved or empowered to approve by exercising the administrative power</i>				
1(c)	Upward variation of technical sanction and administratively approved schemes above 10% and upto 25%	<i>One step higher than the authority specified under serial no. 1(b)</i>				
1(d)	<i>Cancellation of Administrative Approval and Technical Sanction.</i>	<i>Next higher authority of the authority referred in Sl. No. 1 (a)</i>				
2	Invitation and opening of tender	<p>(i) Value limits will be applicable with supply of materials, labour, transportation charges payable to the Agency but exclusive of value of materials to be supplied by WBSEDCL against the sanctioned scheme.</p> <p>(ii) This Power shall be exercised within the frame work of prescribed rules.</p> <p>(iii) This Power shall be exercised subject to Company's Policy & Procedure and Administrative approval wherever necessary.</p> <p>(iv) For the Tender having value above ₹25 Lacs, Press notification is must.</p> <p>(v) e-tendering shall be done in accordance with the laid down policy & procedure in Office Order no. 901 of the Director (HR) dated 10.11.2014</p> <p>(vi) Extension of tender may be allowed up to maximum two occasions (10 days each) if there is no bid/ less than three bids received against tender.</p> <p>(vii) In case of normal tender/e-tender when the number of valid offer are less than three or single response even after extension of tender twice, then approval of the next higher authority is required before opening & processing the tender and placement of order. Full justification for opening of tender less than three bids may be furnished by the tendering inviting authority. In case of single response in normal tender/ e-tender, award may be given on according approval of one step higher than the delegated authority empowered to accord financial approval.</p>				



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
2(a)	Open Tender in each case	₹70 Lakhs	₹ 50 Lakhs	₹ 25 Lakhs	NIL	<p>a) In all cases prior administrative approval from the competent authority has to be obtained.</p> <p>b) Single response in open tender bid may be opened, in case of exigency, with approval of the next authority</p> <p>c) The Zonal Manager shall be empowered to invite tender for values as referred under Sl. No. 1.26 of the General Principles of Delegation.</p> <p>d) Chief Engineer shall have full power for inviting open tender.</p> <p>e) CVC guide line & prevailing guidelines and policies of WBSSEDCL to be followed for invitation of tender.</p>
		Power of Addl. CE, Estate Management Deptt. shall be ₹ 50 Lakhs				
2(b)	Limited Tender in each case	₹20 Lakhs	₹ 15 Lakhs	₹ 10 Lakhs	NIL	<p>a) For value upto Rs.5 Lakhs, Names and number of parties are to be approved by next higher authority. No. of minimum vendor should be three. b) If for reason of urgency or any other valid reason, limited tender is to be resorted to in preference to the Open Tender, for the package value exceeding the ceiling limit of limited tender, on according approval of CMD.</p>
		Power of Addl. CE, Estate Management Deptt. & Zonal Manager shall be ₹20 Lakhs. The power of Chief Engineer and shall be Rs. 25 lakhs.				
2(c)	Single Tender on grounds of urgency or source standardization including materials & labour as well as procurement from OEM/OES in each case	₹ 15 Lakhs	₹ 10 Lakhs	₹ 5 Lakhs	NIL	<p>a) The ground & full justification should be recorded and intimated to the next higher authority.</p> <p>(b) That the proposed tenderer is OEM/OES of the proprietary nature of job/item shall have to be certified by any officer not below the rank of DM/D.E</p>
		Power of Addl. CE, Estate Management Deptt. shall be ₹ 15 Lakhs. Chief Engineer and Zonal Managers' power shall be ₹ 25 Lakhs and ₹20 Lakhs respectively.				



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
2(d)	Single Tender on any other grounds which are not covered by 2(b) & 2(c) in each case	₹ 35 thousand	₹ 25 thousand	₹ 15 thousand	NIL	The valid ground should be recorded and clearance of the next higher authority is to be obtained.
		Power of Addl. CE, Estate Management Deptt. and Zonal Manager shall be ₹ 35 thousand. The power of Chief Engineer shall be ₹ 50 thousand				
2(e)	Limit for publishing of Tender / Press Notification in Newspapers	Tender Value up to ₹ 1 Crore		Three Newspapers		1. All Press Notification should be published through AGM, Corp. Comm. 2. In case of tender Value of ₹ 50 Crore or above, Publication of tender should be made in all india Edition of newspapers
		Tender Value above ₹ 1 Crore and less than ₹ 5 Crore		Three Newspapers		
		Tender Value above ₹ 5 Crore		Three Newspapers		



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
3	Administrative Approval and Technical Sanction (subject to Budget provision)					
3(a)	Approval of Feasibility Report (FR) / Detailed Project Reports (DPRs) for projects and for schemes / new projects / renovation & modernization / augmentation projects / additions in any existing facilities, or of any project undertaken as per the directions of the GoWB including materials & labour in each case	₹70 Lakhs	₹ 50 Lakhs	₹ 25 Lakhs	NIL	1. All award of contract shall be against (T&A) approval (work order) subject to Budget provision . Justification & Reasonability of rates should be recorded consulting the PWD Schedule . 2. The amount relates to labour value and sundry materials supplied by the contractor (excluding Company's materials).
		Power of Addl. CE, Estate Management Deptt. shall be ₹ 50 Lakhs				
3(b)	Placement of Erection / Execution Order on Limited tender basis in case of field work in each case	₹ 15 Lakhs	₹ 5 Lakhs	₹ 2 Lakhs	₹ 10 thousands subject to post facto approval of the DM	1. All award of contract shall be subject to Budget provision Execution of order be recorded. Justification & Reasonability of rates should be ascertained consulting the PWD Schedule . 2. The amount relates to labour value and sundry materials supplied by the contractor (excluding Company's materials).
		Power of Addl. CE, Estate Management Deptt. and Zonal Managers shall be ₹ 15 Lakhs. The power of Chief Engineer shall be ₹ 40 lakhs				
3(c)	Placement of Erection / Execution Order on single tender basis on grounds of urgency or source standardization including materials & labour as well as procurement from OEM/OES in each case	₹ 10 Lakhs	₹ 3 Lakhs	₹ 1 Lakhs	NIL	MIS report should be placed on Quarterly basis to Chief Engineer/ Director.
		Power of Addl. CE, Estate Management Deptt. shall be ₹ 10 Lakhs. Chief Engineer and Zonal Managers' power shall be ₹ 20 Lakhs and ₹ 10 Lakhs respectively.				



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
3(d)	Single Tender on any other grounds which are not covered by 3(b) & 3(c) in each case	₹ 20 thousand	₹ 15 thousand	₹ 10 thousand	NIL	Power of Addl. CE, Estate Management Deptt. and Zonal Manager shall be ₹ 20 thousand. The power of Chief Engineer shall be ₹ 30 thousand
4	Placement of order for Repair & Maintenance work					
4(a)	Repair of Plants, Machinery, Tools and Equipments, Lines & Sub-Station excluding Company's materials in each case.	₹ 30 Lakhs	₹ 20 Lakhs	₹ 10 Lakhs	NIL	Technical clearance should be taken from concerned Civil/ Electrical Wing
4(b)	Repair of Building, Roads, Structure, Bridge, Culvert, Pipe lines, wiring or any installations and petty repairs (including materials) in each case.	₹ 30 Lakhs	₹ 20 Lakhs	₹ 10 Lakhs	NIL	Technical clearance should be taken from concerned Civil/ Electrical Wing
		Power of Addl. CE, Estate Management Deptt. shall be ₹ 50 Lakhs				
4(c)	Repair of Plants, Machinery, Tools and Equipments, Lines & Sub-Station excluding Company's materials (not covered in Rate Contract)/ Repair of Building, Roads, Structure, Bridge, Culvert, Pipe lines, wiring or any installations and petty repairs (including materials) in each case on Single tender basis on ground of extreme urgency	₹ 20 thousand	₹ 15 thousand	₹ 10 thousand	NIL	Technical clearance should be taken from concerned Civil/ Electrical Wing
		Power of Addl. CE, Estate Management Deptt. and Zonal Manager shall be ₹ 20 thousand. The power of Chief Engineer shall be ₹ 30 thousand				
5	Utilization of the services of experts (OEM/ OES/Proprietary in nature etc.) for maintenance & repairs of Plant, Machinery & equipment on single quotation basis in each case	₹ 10 Lakhs	₹ 3 Lakhs	₹ 1 Lakhs	NIL	Power of Addl. CE, Estate Management Deptt. shall be ₹ 10 Lakhs. Chief Engineer and Zonal Managers' power shall be ₹ 20 Lakhs and ₹ 10 Lakhs respectively.
6	Extension of Completion Time :					



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP/ HPC wing/DE, MMHD	Station Manager	
6(a)	Approval for extension in completion period in respect of all contracts along with waiver of L. D	(i) Upto 3 (three) months by the order approving authority / authority empowered to accord financial approval (ii) Beyond 3 (three) months, approval of next higher authority is to be obtained				a) Subject to obtaining certificate that WBSEDCL did not incur any loss due to delayed completion of work. b) Delay analysis of the work with justification should be recorded by the executing authority on the basis of specific prayer of the agency.
6(b)	Approval for grant of time extension with levy of L. D as per terms of the contract	(i) Upto 3 (three) months by the order approving authority / authority empowered to accord financial approval. (ii) Beyond 3 (three) months, approval of next higher authority is to be obtained (iii) If the approving authority is Board Committee or BoD or CMD, the CMD is empowered to approve such cases				Provisional extension may be granted as per terms & conditions of the order by the ordering authority without prejudice to the right to levy LD to avoid any discontinuation of the work.
7	Transportation of equipment / materials on invitation of usual Tenders as well as single and restricted (limited) tenders in each case	₹ 7 Lakhs	₹ 5 Lakhs	₹ 1 Lakh	₹ 5 thousands	a. Reasonability of rate should be recorded / certified by the concerned authority / statutory authority. Post facto approval from the next higher authority is required. b. In case of extreme emergency, on single tender basis, upto 25% of the delegated power can be exercised
8	Authorizing dispatch of goods by other mode of transport than incorporated in the order except by Air in each case, towards additional charge.	₹ 20 Lakhs	₹ 15 Lakhs	₹ 10 Lakh	NIL	Circumstances leading to such mode of transport should be recorded.
9	Authorizing dispatch of goods by Air and payment of difference in freight charges	Chief Engineers are authorized				Circumstances leading to such mode of transport should be recorded
10	Grant of compensation for causing damage to property, crops, Cattle, subject to the norms and limit prescribed by the Company in each case.	₹ 5 Lakhs	₹ 2 Lakhs	₹ 1 Lakh	NIL	The compensation shall be payable at the rate fixed by the Collector of the respective District



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
11	For purchase of non-centralized / local items with approved estimate in each case.	₹ 15 Lakhs	₹ 10 Lakhs	₹ 5 Lakh		
12	For purchase of non-centralized items on emergent condition on restricted (limited) tender basis in each case	₹ 3 Lakhs	₹ 2 Lakhs	₹ 1 Lakh	₹ 20 thousands	
13(a)	Placement of order on proprietary (OEM/OES) items inclusive of packing and forwarding, in each case, on Single tender basis	₹ 10 Lakhs	₹ 5 Lakhs	₹ 2 Lakh	NIL	Chief Engineer and Zonal Managers' power shall be ₹ 20 Lakhs and ₹ 15 Lakhs respectively.
13(b)	On Single tender basis other than items of proprietary nature	₹ 20 thousands	₹ 15 thousands	₹ 10 thousands	NIL	Urgency should be recorded and approval may be obtained from next higher authority. Chief Engineer and Zonal Managers' power shall be ₹ 35 thousand and ₹ 20 thousand respectively.
14	Placement of repeat order	Upto 50% of the original order				<p>1) With due consent of the supplier, the WBSEDCL may place repeat order within period of 6 months from the date of completion of delivery as per the order to cover approximately 50% of the ordered quantity on successful performance of the contract and on the need of the WBSEDCL, on the basis of existing rates, terms and conditions.</p> <p>The repeat order may also be placed within one year from the date of issuance of original order subject to successful completion of delivery as per the order to the extent of at least 75% of the quantity ordered.</p> <p>2) The original order was not placed to cover an urgent or emergent demand without following the prescribed procedure;</p>

Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
						3) Overall order value should be within delegated financial power inclusive of original order value 4) The authority concerned is satisfied that there has been no significant downward trend in the prices, or the rates are either steady or standardised.
15(a)	Extension of delivery time limit after placement of order without imposition of L.D	(i) Upto 3 (Three) months - Order Approving authority / authority empowered to accord financial approval (ii) Beyond 3 (Three) months & up to 6 (Six) months - One step higher than the approving authority / authority empowered to accord financial approval				For extension of time, certificate should be furnished that supplier is not responsible for which WBSEDCL did not incur any financial loss due to delayed completion of supply
15(b)	Extension of delivery time limit after placement of order with imposition of L.D	(i) Up to 3 (Three) months from the scheduled date of delivery by Order Approving authority/authority empowered to accord financial approval (ii) Beyond 3 (Three) & up to 6 (Six) months - One step higher than the approving authority / authority empowered to accord financial approval (iii) If the approving authority is Board Committee or BoD or CMD, the CMD is empowered to approve such cases				Provisional extension may be granted as per terms & conditions by ordering authority without prejudice to the right to levy LD to avoid any discontinuation of the supply. Full justification should be recorded
16	Refund / forfeiture of earnest money / security deposit or CPG for all contracts.	(i) Full Power by the respective authority inviting the tender/ approving the award of contract (ii) If the approving authority is Board Committee or BoD or CMD, the CMD is empowered to approve such cases				Reason & justification should be recorded and subject to fulfillment of tender/ contractual obligations.
17	Acceptance / Borrowing of materials / equipments returnable / rental or hiring basis from other Government Department / Power utilities/Municipal Authorities/ Corporation/Statutory Body, in each case.	₹ 7 Lakhs	₹ 5 Lakhs	₹ 2 Lakhs	NIL	



Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
18	Placement of order as per approved rate contract for Construction work.	₹ 30 Lakhs	₹ 10 Lakhs	₹ 5 Lakhs	₹ 25 thousand	The amount relates to labour value and sundry materials supplied by the contractor (excluding Company's materials). For any type of deposit work, RM & DM shall have full power
19	Placement of order as per approved rate contract for repair & maintenance work	₹ 15 Lakhs	₹ 5 Lakhs	₹ 2 Lakhs	₹ 10 thousand	The amount relates to labour value and sundry materials supplied by the contractor (excluding Company's materials).
20	L&MV Service connection (including materials & labour) in each case	NIL	NIL	Full power	₹ 1.5 Lakhs	
21	Renewal of Job contract as per approved rate for maintenance of lines / Sub-Stations in each case	₹ 35 Lakhs	₹ 30 Lakhs	₹ 25 Lakhs	NIL	Initial administrative approval should be obtained from Chief Engineer as per concerned Rate Contract Order.
22	Transportation of equipments / materials etc. against approved rate contract	Full power	Full power	Full power	NIL	
23(a)	For annual service contract for maintenance of equipments / plants/ structure/ roads/ buildings/ bridges/ culverts/ Inspection Bungalows/ Guest House/ Civil maintenance/ Cleaning of Sub-Station Building & Switchyard / Grass cutting/ De-seeding at Switchyard and adjoining areas etc	₹ 50 Lakhs	₹ 20 Lakhs	₹ 10 Lakhs	NIL	The limit as mentioned against each is on annual basis for individual work.
		Power of Addl. CE, Estate Management Deptt. shall be ₹ 25 Lakhs				
23(b)	Extension / Renewal of Annual service of Contract in respect of 23 (a) above with identical rates, terms and conditions subject to satisfactory performance of contractor / vendor	₹ 50 Lakhs	₹ 20 Lakhs	₹ 10 Lakhs	NIL	The limit as mentioned against each is on annual basis for individual work.
		Power of Addl. CE, Estate Management Deptt. shall be ₹ 25 Lakhs				

Sl. No.	Nature of Power	Delegation				Remarks
		Project Manager - Generation Projects / PSIC, PPSP / Addl. CE - PIDD/ PSPD	Regional Manager	Divisional Manager/ Unit Incharge - Generation Project / Project Site of PPSP / HPC wing/DE, MMHD	Station Manager	
24	Placement of order for supply of materials on approved rate contract / DGSD rate basis inclusive of packing and forwarding where applicable, in each case	₹ 30 Lakhs	₹ 20 Lakhs	₹ 10 Lakhs	NIL	
25	Placement of order on the basis of rate contract of following job :					All users should collect respective rate contract orders from the P&C Department.
25(a)	Repairing of Transformer	₹ 15 Lakhs	₹ 10 Lakhs	₹ 5 Lakhs	NIL	
25(b)	Procurement of Porcelain Fuse Unit	NIL	₹ 10 Lakhs	₹ 5 Lakhs	NIL	
25(c)	Procurement of G.I. Stay Set & Earth Spike and others, if any	NIL	₹ 10 Lakhs	₹ 5 Lakhs	NIL	
25(d)	Distribution Transformer Health Check Up	₹ 15 Lakhs	₹ 10 Lakhs	₹ 5 Lakhs	NIL	



Sl. No.	Nature of Power	Delegation					Remarks
		CE, Commercial	Zonal Manager	Regional Manager	Divisional Manager	Station Manager	
26	Approval of Service Connection estimates including technical sanction						
26(a)	Where cost is borne by the L&MV consumers as per norms	NIL	Full Power	₹ 50 Lakhs	₹ 25 Lakhs	₹ 1 Lakh	
26(b)	Where cost is borne by the High Voltage Consumers as per norms.	Full Power	₹ 1 Crores (for Contract Demand upto 1499 KVA) at 11 KV	₹ 25 Lakhs (for Contract Demand upto 1499 KVA) at 11 KV	NIL	NIL	Technical clearance from Planning Department shall be taken if contract demand is more than 1500 KVA.
27	Signing of agreement with Company's consumers						
27(a)	For medium and low voltage consumer	NIL	NIL	Full Power (For Contract Demand 50KVA & above but not exceeding 125 KVA)	NIL	Full Power (For Contract Demand below 50KVA)	
27(b)	For high voltage consumer	Full Power (For Contract Demand above 1499 KVA)	NIL	Full Power (For Contract Demand upto 1499 KVA)	NIL	NIL	
28	Extension of due date with waiver of late payment surcharge where there is evidence of the late receipt of bill at the consumer's end or there is any disruption in bill collection arrangements or in the event of wide spread Natural calamity, Bandh/ Holiday, etc or delay in credit of bill to the WBSEDCL's account through Electronic Transfer (RTGS / NEFT) or Letter of Credit for no fault of the consumer.						
28(a)	In respect of domestic/ commercial consumers (L&MV) in each case (below 50 KVA)	NIL	NIL	1 Month	15 days	7 days	



Sl. No.	Nature of Power	Delegation					Remarks
		CE, Commercial	Zonal Manager	Regional Manager	Divisional Manager	Station Manager	
28(b)	In respect of Industrial & Other Low & Medium Voltage consumers having contract demand below 50 KVA in each case	NIL	NIL	15 days	7 days	NIL	This power should be exercised very cautiously and should not be applied for more than once in a year for any particular consumer, that too with full justification and merit of each case being recorded with concurrence of local Finance.
28(c)	In respect of High Voltage Consumers and L&MV Consumers (having contract demand 50 KVA and above but not exceeding 125 KVA.)	One month	15 days (For contract demand upto 1499 KVA.)	NIL	NIL	NIL	However delay in payment of bills beyond the specified period and due to reasons not specified here, CMD is empowered to extend the due date with waiver of late payment surcharge.
29	Extention of due date with levy of late payment surcharge in respect of High Voltage consumers having contract demand above 1499 KVA	15 days	NIL	NIL	NIL	NIL	
30	Power to grant payment in installments of outstanding energy bills for the consumers whose agreements have not been terminated or not deemed terminated						
30(a)	For Medium & Low voltage consumers having contract demand below 50 KVA in each case (number of monthly installments)	0	24	12	9	6	
30(b)(i)	For High voltage Bulk consumers having contract demand 125 KVA	12	NIL	NIL	NIL	NIL	1) Beyond the number of monthly installments as specified, CMD shall be empowered to grant the same.
30(b)(ii)	For L & MV consumers having contract demand 50 KVA and above and High Voltage Bulk Consumers having contract demand up to 1499 KVA	12	6	3	NIL	NIL	2) Monthly MIS to be generated & to be sent to next authority



Sl. No.	Nature of Power	Delegation					Remarks
		CE, Commercial	Zonal Manager	Regional Manager	Divisional Manager	Station Manager	
31	Power to settle disputed current / arrear / supplementary bills in respect of Low & Medium Voltage consumers having contract demand below 50 KVA in each case	(a) Empowered Committee at Division Level Up to ₹5 lakhs					The Committee as constituted in Clause no: 1.28.2 and 1.28.3 shall function.
		(b) Empowered Committee at Zonal Level Full Power					
32	Power to settle disputed current / arrear / supplementary bills in respect of High Voltage consumers and Low & Medium Voltage consumers having contract demand 50 KVA and above but not exceeding 125 KVA in each case	(a) Empowered Committee at Corporate level Up to ₹ 1(One) Crore					The Committee as constituted in Clause no: 1.28.1 shall function.
		(b) CMD with Full Power					
33	Sanction of refund of Service Connection charges to consumers provided the service connection work has not been taken up						
33(a)	In respect of HV consumers	Full Power (For contract demand above 1499 KVA)		Full Power (For contract demand upto 1499 KVA)			This power should be exercised as per relevant Rules & Regulations of WBERC
33(b)	Low & Medium Voltage Consumers			Full Power (For contract demand 50 KVA and above but not exceeding 125 KVA)		Full Power (for contract demand below 50 KVA)	This power should be exercised as per relevant Rules & Regulations of WBERC
34	Refund / adjustment of Security Deposit of Consumers in case of permanent separation/ termination of agreement as consumer of WBSEDCL						

Sl. No.	Nature of Power	Delegation					Remarks
		CE, Commercial	Zonal Manager	Regional Manager	Divisional Manager	Station Manager	
34(a)	For High Voltage Bulk Consumers	Full Power (For contract demand above 500 KVA)		Full Power (For contract demand upto 500 KVA)	NIL	NIL	
34(b)	For L&MV Consumers			Full Power (For contract demand 50 KVA and above but not exceeding 125 KVA)		Full Power (for contract demand below 50 KVA)	
35	Approval to comply order of WBERC/ Ombudsman/RGRO		₹ 1 lakh in each case				<p>a) Observasation of the CE, CRM to be taken before passing of relief/ penalty/ compensation to the consumer.</p> <p>b) In case ampunt of relief/ penalty/compensation exceeds Rs. 1 lakh, approval of the Director, R&T shall be obtained. However all proposal should be routed through the ZM and sent to the Chief Engineer (CRM)</p>



Sl. No.	Nature of Power	Delegation / Remarks	
36	Sanction to the rates for extra items not provided in tenders but to cover addition/ alteration as complementary to the main work.	(i) Upto 10 % of the value of work by Order Approving Authority. Beyond 10% and upto 25% of the value of work by one level higher than the Order Approving Authority. (ii) If the approving authority is Board Committee or BoD or CMD, the CMD shall be empowered to approve such cases	
37	Sanction of variation on executed value with respect to ordered value excluding the sanction attributable to Sl.No. 36	1. Upto (+)25% of the value of the original order by the order approving authority /authority empowered to accord financial approval. 2. For variation over (+) 25% subject to financial limit up to Rs. 10 lakh, approval is to be obtained from the one step higher than the Order approving authority/authority empowered to accord financial approval.	
38	Cancellation of tender	One step higher than the approving authority	Full justification should be recorded
38(a)	Demolition of old structures & buildings.	Director (HR)	Subject to recommendation of demolition/ condemnation of the building/ structures by survey committee & ascertainment of reserve prices, duly concurred by respective planning Deptt.
39	Cancellation of Order/ Contract	(i) One step higher than the approving authority (ii) If the approving authority is Board Committee or BoD or CMD, the CMD is empowered to approve such cases	Full justification should be recorded
40	Execution of deposit-works by WBSEDCL where the charges are borne by the applicants in advance as per rules and Company's procedure including issue of technical and administrative approval	Full Power : Zonal Manager; Regional Manager : up to Rs. 5lac.	Materials to be supplied by the WBSEDCL. This delegation shall be exercised with reference to pre-requisites prescribed under SL. No. 1 (Part-1) and/or Sl. No. 26(a) (PART-5)
40(a)	Execution of deposit work by the applicant/ beneficiary where the charges are borne by the applicants in advance as per rules & procedures of WBSEDCL including issue of technical and administrative approval	Full Power : Zonal Manager;	In-principle clearance from the Chief Engineer is to be obtained for turnkey execution. This delegation shall be exercised with reference to pre-requisites prescribed under SL. No. 1 (Part-1) and/or Sl. No. 26 (a) (PART-5)
41	Approval for variation in Terms & Conditions of the Contract after placement of Order without financial implications	Authority approving the LOA/ Order	



Sl. No.	Nature of Power	Delegation / Remarks	
42(a)	Award of contract for maintenance and upkeep of new building/ projects (other than Sub-Station Control Room Building) / Roads / IB / Guest House/ Drainage System/ Sanitation/ Water Supply/ Bridges/ Culverts including structural modification of existing Company's Building	1. Delegation of power upto ZM as per Clause no.1.26	
		2. PM, Generation Project /PSIC, PPSP - ₹ 50 Lakhs in each case.	
		3. Addl. CE, EMD - ₹ 50 Lakhs in each case.	
		4. RM - ₹ 25 Lakhs in each case.	
		5. Divisional Manager/ Unit Incharge -Generation Project / Project Site of PPSP / HPC wing/DE, MMHD - ₹ 10 Lakhs in each case.	
42(b)	Extension / Renewal of contract in respect of Item no. 39(a) above at same rates, terms and conditions subject to satisfactory performance of the contractor/vendor	1. Delegation of power upto ZM & (C.E) as per Clause no. 1.26	
		2. PM, Generation Project /PSIC, PPSP - ₹ 50 Lakhs in each case.	
		3. Addl. CE, EMD - ₹ 50 Lakhs in each case.	
		4. RM - ₹ 25 Lakhs in each case.	
		5. Divisional Manager/ Unit Incharge -Generation Project / Project Site of PPSP / HPC wing/DE, MMHD - ₹ 10 Lakhs in each case.	



Sl. No.	Nature of Power	Delegation / Remarks	
43	Award of Contract for purchase of centralized items by the Procurement & Contract Department with approved estimate	Delegation of power as mentioned in Clause No 1.24 except Zonal Manager	<p>(1) This power should be exercised within the framework of prescribed rules</p> <p>(2) This power should be exercised subject to Budget provision. In case lowest rate cannot be accepted, prior approval of the next higher authority shall be obtained</p> <p>(3) Centralized items shall be procured only at Corporate Office by CE (Procurement & Contract Department). Hence no power are required at field offices for purchase of centralized items. However, under exceptional circumstances, centralized items may be procured at Field Offices on the basis of prior approval of concerned Director</p>
44	Pre Audit of Final Bill: All final bills i.r.o. Capital Works (i.r.o Generation Wing only) of ₹ 5 Crores or above should be sent to Next higher authority for technical scrutiny and then to the Internal Audit Department for scrutiny.	This shall applicable for Projects / Construction work under PPSP/Hydel/PIDD/HPC Wing undertaken through International Competitive Bidding also.	
45	Power to negotiate terms including price and completion time	Award approving authority	Negotiations, if necessary, shall be carried out by the Tender Committee, as per guidelines of the company and as per CVC guidelines. In case approving authority is the CMD or Board of Directors, such approval will be given by the CMD / Board, as the case may be.
46	Approval of demurrage / wharfage charges	Full power for ZM / PM - Generation Project / PSIC, PPSP	Subject to circumstances which are beyond the control of WBSEDCL's authority
46(a)	Waiver of Inspection of Materials	Full Power of CE of respective procuring authority	Full justification is to be recorded

Sl. No.	Nature of Power	Delegation / Remarks	
47	Disposal of unserviceable/ and obsolete stores / Disposal of scrap materials	Full power for CE (P&C)	Constitution of Survey Committee at Division level, as per Circular No: Comp/82 dated 26/06/2004 of the Secretary, WBSEB (since adopted), for disposal of unserviceable/ obsolete stores / scrap materials is mandatory. The Committee shall ensure that no such obsolete/scrap/unserviceable materials remain undisposed off for more than six months in any store.
48	Writing off of material-losses	BoD - Full Power, CMD - ₹ 10 Lakhs, Directors - ₹ 5 Lakhs	Full justification be recorded and concurrence of Corporate Finance to be obtained.
49	Signing of agreement with the executing agency / supplier for works and supplies	Authority placing the order/LOA	



Sl. No.	Nature of Power	Delegation		Remarks
50(a)	For Import Substitution (required to be manufactured indigenously), in each case	CMD	Full Power	<p>1. Quotations from a reasonable number of manufacturers, who are well-known to produce indigenously the particular item of import substitution, are to be obtained for comparison and selection of the most suitable offer.</p> <p>2. This procedure of purchase may be resorted to in case where either import license is not available or procurement of import license may cause delay in completing the related job and/or cost and quality of the indigenous product is reasonably comparable with that of the imported item.</p> <p>3. Development of proprietary spares locally may be dealt with under this clause.</p> <p>4. Prior approval of the STC is to be obtained provided:</p> <ul style="list-style-type: none"> • The original order was placed following the normal tendering procedure • The concerned authority records in writing <p>> that there has been no downward trend in the prices; OR</p> <p>> that the rates are either steady or standardized and it would be financially advantageous to the Company</p> <ul style="list-style-type: none"> • The particular item is required very urgently or the work is to be taken up under emergent circumstances • The action for Import Substitution has been taken within a reasonable period from the date of original order.
		DIRECTOR	₹ 5 Crores	
		CE - Hydel /PPSP /PIDD/ HPC Wing	₹ 1 Crore	
		PM - Generation Project/ PSIC, PPSP	₹ 25 Lakhs	
50(b)	Utilization of Services of Consultant/ Specialists / Specialized Agencies (Geologists/Environmentalists/ Hydro Consultants etc) for technical assistance	CE - Hydel /PPSP /PIDD/ HPC Wing	Full Power	<p>1. It should be ensured that they are engaged for a particular job with a specified period of contract.</p> <p>2. In case of engagement of any individual specialist prior approval from the Director (Generation) is to be obtained after recording proper reasons and justification for the same.</p> <p>3. This power can be utilized for administratively approved scheme.</p>



Sl. No.	Nature of Power	Delegation		Remarks
51	Utilization of Services of any State / Central Government Agencies/ organisations and Government Engineering Colleges.	CE - Hydel /PPSP /PIDD/ HPC Wing	Full Power	<p>1. It should be ensured that they are engaged for a particular job with a specified period of contract.</p> <p>2. In case of engagement of any individual specialist prior approval from the Director (Generation) is to be obtained after recording proper reasons and justification for the same.</p> <p>3. In case of utilizing the services of any State/Central Government Agency / organisation and Government Engineering College the job can be done on single quotation basis with prior approval of the Director, Generation.</p> <p>4. This power can be utilized for administratively approved scheme/ Projects</p>
52	Utilization of Services of Non Government Agencies, in each case	CE - Hydel /PPSP /PIDD/ HPC Wing	₹ 25 Lakhs	<p>1. It should be ensured that they are engaged for a particular job with a specified period of contract</p> <p>2. In case of engagement of any individual specialist prior approval from the Director (Generation) is to be obtained after recording proper reasons and justification for the same</p> <p>3. This power can be utilized for administratively approved scheme/ Projects</p>
		PM - Generation Project / PSIC/ PPSP	₹ 10 Lakhs	
52(a)	Utilization of the services of experts at PPSP/Generating Units from India for maintenance & repairs of Plant, Machinery & equipment on single quotation basis in each case	CE - Hydel /PPSP/ PIDD/HPC Wing	₹ 2 Crore	
52(b)	Utilization of the services of expert at PPSP/Generating Units from outside India for maintenance & repairs of Plant, Machinery & equipment on single quotation basis in each case	Director (Generation)	₹ 10 Crore	
53	Extension of time limit after placement of order without imposition of penalty i.r.o. PPSP/Hydel	Director (Generation)	Full Power	For extension of time, certificate to be furnished that the contractor is not responsible for which WBSSEDCL did not incurred any financial loss due to delayed completion of supply/ works
		CE- Hydel/PPSP/PIDD/HPC wing- Full Power	Six months in each case subject to approval by next higher authority	



Sl. No.	Nature of Power	Delegation		Remarks
54	Appointments against posts created by the BoD, appointment on promotion including promotion under CPS, Step-up of Pay, withdrawal of appointment on promotion, acceptance of resignation, issue of Identity Certificate for acquiring Passport & Visa, forwarding of applications for outside employment / examination, according sanction for voluntary retirement	Director, HR	Full Power	(i) Recruitment to be done as per the prevailing Recruitment Policy of WBSSEDCL (ii) Appointment letters shall be issued from Corporate HR&A
		GM (HR&A)	Full power for employees upto and including Class II level posts	
55	Sanction of Exgratia grant / Financial Compensation in lieu of appointment on compassionate ground as per policy guideline of the company to the legal heir(s) of deceased / permanently incapacitated employee.	GM (HR&A)	Full Power	
56	Execution of contract with Recruitment Agencies for new recruitment in the Company and expenditure for Pre-employment medical checkup including selection of Medical Centres / Hospitals	Director, HR	Full Power	On the basis of approval for recruitment and evaluation of competent / enlisted agencies for this purpose as well as approved norms and guidelines in consultation with CMO.
57	Sanction for promotions	Board Committee for Recruitment, Appointment & Promotion	Full Power	(i) The Chairman of SSC or any Authorised officer not below the rank of Manager(HR&A) shall issue Notification for interview.
		Standing Selection Committee	Full power for employees upto and including Class II level posts	(ii) A report of such promotions should be submitted to the Director (HR) for Class I posts and to the GM(HR&A) for and including Class II level posts
58	Change of Designation after acquiring Workmen's Permit / License	GM (HR&A)	Full Power	On the basis of approved norms and guidelines
59	Causal Leave / CCL / Substituted weekly-off day / Earned Leave / Half Pay Leave/ EOL / Commuted Leave and any other leave admissible under Leave Rules	Respective Controlling Officer	Full Power	(i) Leaves shall be granted subject to leave entitlement and as per the prevailing leave rules.
		Head of HR&A of the respective jurisdiction but not below an employee of Class - I level.	Full Power	(ii) In respect of any other matters relating to leave, the provisions of Leave Rules as per the Employees' Service Regulations of WBSSEDCL shall be applicable.

Sl. No.	Nature of Power	Delegation		Remarks
60	Hospital Leave	Up to 120 days by the PM, Generation Project/PSIC, PPSP /DM/AM (HR&A) subject to receiving of accident report from the Permanent Accident Enquiry Committee. For sanction of hospital leave beyond 120 days, approval of the Director (HR) shall be obtained		
61	Study Leave, Leave Not Due and any other leave not covered under the above Clause	Director, HR	Full Power	In consultation with respective HoD
		GM (HR&A)	Full power for employees upto and including Class II level posts	
62	power to accept medical certificate signed by a Registered Medical Practitioner as evidence of fitness of an employee to return to duty	Authority competent to sanction leave as per SI No 59	Full Power	
63	Transfer and posting	Director, HR	Full Power	<p>1. This shall be applicable for transfer from one department to another. No diversion order or such type of transfer by the Site authority should be issued.</p> <p>2. No change of posting be done without the approval of Director (HR), within two years of any employee having been transferred under order of any other authority.</p> <p>3. No withdrawal of employee from CCC level to any level other than CCC without the approval of the Director (HR).</p> <p>4. AGM (HR&A) shall exercise this power in consultation with GM (HR&A) or CE as the case may be.</p>
		GM (HR&A) / CE / AGM (HR&A)	Full power for employees upto and including Class II level posts	
		ZM / Project Manager, Generation Project / PSIC, PPSP	Full power for employees upto and including Class II level posts within the Zone / Hydel Projects / Generating Unit	
64	Sanction of charge allowance for acting / officiating arrangement	Director, HR	Full Power	Power shall be exercised as per the prevailing norms
		GM (HR&A)	Full power beyond One year and upto two years.	
		CE	Full power upto One year.	
		ZM / Project Manager, Generation Project / PSIC, PPSP	Full power upto six months.	



Sl. No.	Nature of Power	Delegation		Remarks
		Director, HR	Full Power	
65	Issue of letter of confirmation in the service on completion of probationary period	Controlling Officer not below the rank of DM / unit incharge - Generation Project / Project site of PPSP /HPC wing / DE, MMHD	Full power for employees upto and including class II level post under his jurisdiction	Based on the satisfactory performance report, Police Verification Report (in case of new appointee) and Vigilance Report
66	Issue of 'No-Demand' Certificate	Controlling Officer not below the rank of DM / unit incharge - Generation Project / Project site of PPSP /HPC wing / DE, MMHD	Full power for employees under his jurisdiction	
67	Sanction of Senior Scale of Pay / sanction of promotion under Clause no: 5.3 under APS (Renamed as CPS) / Change / Rectification of address, Name & Surname etc; Approval for performance reward / honorarium	Director, HR	Full Power	power shall be exercised as per the prevailing norms
		GM (HR&A)	Full power for employees upto and including Class II level posts	
68	Sanction of Leave encashment / Leave Salary	Controlling Officer not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD including Head of HR&A of respective office but not below the Class - I rank	Full power under the respective jurisdiction	power shall be exercised as per the prevailing norms
69	Issue of Retirement Notice	AGM (HR&A)	For Class - I Officers	Based on the satisfactory performance report, Police Verification Report (in case of new appointee) and Vigilance Report
		Controlling Officer not below the rank of DM / unit incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD including Head of HR&A of respective office but not below the rank of Class - I employee	Full power for employees upto and including Class II level posts for their respective jurisdiction	

Sl. No.	Nature of Power	Delegation		Remarks
70	Approval for sponsoring employees for training at an institute, location-wise:	CMD	Full power for foreign country	power shall be exercised in consultation with respective HoDs
		Director, HR	Full power outside the State	
		GM(HRD)	Full power within the State in consultation with T& D Dept	
		ZM / Project Manager, Generation Project / PSIC, PPSP	Full power for employees upto and including Class-II level within Zone/ Hydel Project / Generating Unit in consultation with Training & Development Dept.	
71	Sanction of additional Overtime Allowance beyond 10%	GM (HR&A) & OSD	Full power	
72	Entry in HRIS Data	Concerned Head of HR&A of the respective office	Full power	
73	Modify / Delete of HRIS Data	GM(HR&A) / AGM(HR&A), R&MP Cell	Full power	Necessary justification should be recorded
74	Expenditure for conducting Safety / Legal meeting at Site level	CE / GM(HR&A)	Full Power	
		ZM / Project Manager, Generation Project / PSIC, PPSP	₹ 25 thousands in each case	
		RM/DM	₹ 10 thousands in each case	
75	Disciplinary / legal action / issue of suspension order / charge-sheet against an employee	Director, HR	Full power	(i) power shall be exercised as per the prevailing norms (ii) 'Board Committee for consideration of appeals against the punishment orders passed by the disciplinary authorities' shall hear appeals against such order
		Concerned Head of Departments and AGM (HR&A), Distribution	Full power for employees upto and including Class II level posts	
		ZM / Project Manager Generation Project/ PSIC, PPSP / RM	Full power for employees upto and including Class III level posts for their respective jurisdiction	

Sl. No.	Nature of Power	Delegation		Remarks
70	Approval for sponsoring employees for training at an institute, location-wise:	CMD	Full power for foreign country	power shall be exercised in consultation with respective HoDs
		Director, HR	Full power outside the State	
		GM(HRD)	Full power within the State in consultation with T& D Dept	
		ZM / Project Manager, Generation Project / PSIC, PPSP	Full power for employees upto and including Class-II level within Zone/ Hydel Project / Generating Unit in consultation with Training & Development Dept.	
71	Sanction of additional Overtime Allowance beyond 10%	GM (HR&A) & OSD	Full power	
72	Entry in HRIS Data	Concerned Head of HR&A of the respective office	Full power	
73	Modify / Delete of HRIS Data	GM(HR&A) / AGM(HR&A), R&MP Cell	Full power	Necessary justification should be recorded
74	Expenditure for conducting Safety / Legal meeting at Site level	CE / GM(HR&A)	Full Power	
		ZM / Project Manager, Generation Project / PSIC, PPSP	₹ 25 thousands in each case	
		RM/DM	₹ 10 thousands in each case	
75	Disciplinary / legal action / issue of suspension order / charge-sheet against an employee	Director, HR	Full power	(i) power shall be exercised as per the prevailing norms (ii) 'Board Committee for consideration of appeals against the punishment orders passed by the disciplinary authorities' shall hear appeals against such order
		Concerned Head of Departments and AGM (HR&A), Distribution	Full power for employees upto and including Class II level posts	
		ZM / Project Manager Generation Project/ PSIC, PPSP / RM	Full power for employees upto and including Class III level posts for their respective jurisdiction	



Sl. No.	Nature of Power	Delegation		Remarks
76	Issue of Suspension order subject to ratification	All Controlling Officer not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD	Full power up to class - II	Necessary ratification should be taken immediately from the ZM / AGM (HR&A), Distribution / Project Manager Generation Project/PSIC, PPSP or above
77	Imposition of penalty (excluding dismissal / removal from service / reduction in rank)	Director, HR	Full Power	
		GM (HR&A) / Concerned HoD	Full power up to and including Class II level posts	
		ZM / AGM(HR&A), Distribution / Project Manager Generation Project / PSIC, PPSP	Full power up to Class III level posts	
78	Imposition of penalty (including dismissal / removal from service / reduction in rank)	Director, HR	Full power	
		GM (HR&A)	Full power for employees upto and including Class II level posts	
79	Sanction of overlapping period for making over of charge	Director, HR	Full power	
		CE / GM	Full power in respect of employees including and upto the level of ACE/ AGM or equivalent for a period not exceeding 30 calendar days for their respective departments	
		ZM / Project Manager ,Generation Project / PSIC, PPSP	Full power in respect of employees including and upto the level of SE / Sr Manager or equivalent for a period not exceeding 15 calendar days for their respective offices.	
80	Sanction of journey on official tour	(i) Power shall be exercised as per the prevailing norms (ii) CMD will sanction journey on official tour for Directors		



Sl. No.	Nature of Power	Delegation		Remarks
80(a)	Outside the state	Director	Full power including air travel for employees under their control	Subject to entitlement for class and mode of transport as per TA Rules of the Company
		CE / GM	Full power (excluding air travel) for employees in their respective jurisdiction	
		ZM / Project Manager, Generation Project / PSIC, PPSP	Full power (excluding air travel) for employees attached to their jurisdiction	
80(b)	Within the state	Director	Full power including air travel	Approval of air travel by the Head of the Department should be exercised as per the prevailing TA rules
		CE / GM	Full power (Air travel on emergent situation only) for employees in their respective jurisdiction	
		ZM / Project Manager attached to Hydel Projects / Generating Units	Full power for their respective jurisdiction excluding air travel.	
		RM / DM	Full power for their respective jurisdiction excluding air travel.	
81	Grant of temporary advance in connection with official work (adjustable/recoverable)	Concerned Director	Full power	(i) All advances should be adjusted promptly. (ii) A third advance should not be granted to the same officer unless the first advance taken by him has been fully adjusted. (iii) This power shall be exercised by the authorities for requirement in their departments/offices.
		Respective Controlling Officer at Corporate and Field Offices not below the rank of ACE / Project Manager, Generation Project / PSIC, PPSP	₹ 25 thousands in each case	
		Respective Controlling Officer at Field Offices not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD	₹ 10 thousands in each case	



Sl. No.	Nature of Power	Delegation		Remarks
82	Grant of permanent advance / imprest for day to day sundry expenses and petty expenses	Director / Respective Controlling Officer at Corporate and Field Office not below the rank of ACE / Project Manager, Generation Project / PSIC, PPSP	₹ 20 thousands	This power shall be exercised by the Head of the Department for requirement in their functional areas of work, and Controlling Officers at field office for requirement in their offices
		Respective Controlling Officer at field offices not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP / HPC wing / DE, MMHD or equivalent	₹ 15 thousands	
		SM	₹ 5 thousands	
83	Reimbursement of medical expenses	Respective Controlling Officer not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP / HPC wing / DE, MMHD	Full power	Power shall be exercised as per the norms prevailed from time to time as well as assesment by medical wing
84	Grant of advance (adjustable/recoverable) for medical treatment of employees and dependents in any Medical institute / Hospitals/ Registerd Clinics as indoor patients	CMD / MD	Full power	(i) Subject to norms as approved by the BoD from time to time (ii) Power shall be exercised by the respective authorities for the employees working under them
		Director, HR	₹ 10 Lakhs in each case	
		CE / GM (HR&A) / GM (F&A) / Company Secretary	₹ 2.50 Lakhs in each case	
		AGM (HR&A) / CMO / AGM, Corp. Comm / Addl. CE (Safety) / Addl. CE (EMD)	₹ 2 Lakh in each case	
		ZM/Project Manager, Generation Project / PSIC, PPSP/ RM / DM / CSO / Manager (HR&A) / AM (HR&A)	₹ 1.0 Lakh in each case	

Sl. No.	Nature of Power	Delegation		Remarks
85	Sanction of Leave Travel Concession / Home travel concession	Respective Controlling Officer	Full power	(i) Power shall be exercised as per the prevailing norms (ii) Authority for sanction of leave travel concession for retired employees shall be GM (HR&A)
86	Grant of advance towards pay / TA on transfer / official tour	Respective Controlling Officer	Full power	Power shall be exercised as per the prevailing norms
87	Permission for higher studies	Director, HR	Full power	This power shall be exercised in consultation with the respective Head of the Department and as per the Employees' Service Regulations of WBSEDCL
		GM (HR&A)	Full power for employees upto and including Class -II level posts	
88	Grant of Funeral / Ex-Gratia expenses in case of death of employees	Respective Controlling Officer	Full power	Power shall be exercised as per the prevailing norms
89	Sanction of expenses on contingencies arising out of accident /sickness in respect of Company's employee (other than Medical expenses)	Director, HR	Full power	
		GM (HR&A)	Up to ₹ 10000/- in each case	
90	Approval for payment under Employee's Compensation Act	Concerned HoDs / ZM / AGM(HR&A), Distribution / Hydel / Project Manager, Generation Project / PSIC, PPSP	Full power	Power shall be exercised as per the prevailing norms & Statutes
91	Engagement of part-time sweepers	Director, HR	Full power	
92	Sanction of recoverable advance for purchase of Bicycle for official work	Respective Controlling Officer not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD	Full power	Power shall be exercised as per the prevailing norms and availability of budget provisions



Sl. No.	Nature of Power	Delegation		Remarks
93	Sanction for transaction of movable / immovable properties (belonging to employees) otherwise than through a regular / reputed dealer	CMD	Full power	Applicable for movable property above the value as specified from time to time.
		Director(HR)	₹ 50 Lakhs for immovable property and ₹ 10 Lakhs for movable property	
94	Sanctioning of House Building Loan to the employees	Director, HR	Full power	(i) Power shall be exercised as per the prevailing norms (ii) This power shall be exercised in consultation with the Company's House Building Loan section.
		GM (HR&A)	Full power for Class II, Class III and Class IV level posts	
95	Re-conveyance of Mortgaged Deed/Recommendation for sanction of HBL under Tie-up / Departmental arrangement	In-Charge of HBL Section	Full power	On fulfillment of necessary terms & conditions, as framed time to time.
96	Approval for shifting of offices	CMD	Full power for shifting of Zonal office	
		CE, Hydel / RE / ZM	Full power for all other offices under respective Zone / Concerned Offices	
97	Approval for reimbursement of hospitality expenses for dignitaries, high officials, committees, delegates and sub-committees and Sanction of expenditure for ceremonies, functions related to opening of new office / sub-station, etc	Directors	Full power	Power to be exercised for such expenditure in their respective areas of work
		Legal Adviser / CE / GM	₹ 8 Lakhs per year and not exceeding ₹ 50 thousands in each case	
		ZM / Project Manager, Generation Project / PSIC, PPSP	₹ 2 Lakhs per year and not exceeding ₹ 20 thousands in each case	
		RM	₹ 50 thousands per year and not exceeding ₹ 7 thousands in each case	
		DM	₹ 30 thousands per year and not exceeding ₹ 5 thousands in each case	

Sl. No.	Nature of Power	Delegation		Remarks
		GM (HR&A)	Full power	
98	Approval for providing / installation/ shifting of telephone as per admissibility as shown in the remark column.	Controlling Officer at field office not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing / DE, MMHD	Full power for their respective jurisdiction	<p>Normal Admissibility of Telephones ::</p> <p>A. Customer Care Centre -----2 B. Division / Urban Division -----5 C. Regional Office -----5 D. Zonal Office -----5 E. PPSP Project Site -----10 F. Hydel Projects -----7 G. Mini Micro Hydel Projects / Messanjore ---1 H. 33/11 Kv. Sub-Station.....1 I. RE Project - 1</p> <p>Existing telephones as installed at different Offices functioning at Bidyut Bhaban including Hydel H.Q. at Siliguri shall continue.</p>
99	Approval for providing additional telephone in relaxation to the admissibility as per sl.no: 98.	Director, HR	Full power	Recommendation should come from respective Head of the Department
100	Approval for BSNL Broad band facilities in office only to the officers not below the rank of Class - I first level	Concerned HoDs , ZM and Project Manager ,Generation Project / PSIC, PPSP	Full power	Justification should be recorded
101	Approval for Mobile usage charge only with or without Mobile set	Director, HR	Full power	Justification as well as quantum of per month usage charge should be recorded by the concerned HoD
102	Payment of compensation / solatium due to death or injury as a result of accident involving WBSIEDCL's installations (for outsiders only)	ZM / Project Manager ,Generation Project / PSIC, PPSP	Full power	The amount of compensation / solatium should be as per the prevailing norms & Statutes
103	Matching Grant to Recreation Club	GM (HR&A)	Full power	power shall be exercised as per the prevailing norms
104	Sanction towards excess (more than the prevailing norms) consumption of fuel / lubricant for vehicle of respective office	CE	Full power for vehicles under their respective jurisdiction	This power should be exercised in consonance with the prescribed norms of the Company. Merit in each case should be recorded.
		Order approving authority	Not exceeding 20% of the monthly limits prescribed under rules & regulations of WBSIEDCL.	



Sl. No.	Nature of Power	Delegation		Remarks
105	Vehicles :			
105(a)	Hiring of 4-wheel drive vehicle(Jeep) for area of steep gradient against sanctioned vehicle	C.E	Full power	
106	Sanction for hiring of vehicles	Director, HR	Full power	(i)Hiring of vehicle should be as per admissibility criteria in terms of O.O. No: 452 dated 30.06.2011 of the Director(HR). (ii) In case of any additional requirement of vehicle by any office under WBSedCL should be placed to the Director (HR) through proper channel indicating clear justification regarding additional requirement. (iii) However the respective Controlling Officer shall issue necessary LOA upon receipt of the approval.
106(a)	Hiring of vehicle against vehicle sanctioned under repair or out of order	CE, ZM, RM, Project Manager, DM	Full Power upto 6(six) months	For a period exceeding 6(six) months,the matter must be brought to the notice of Director (HR) for approval
106(b)	Hiring of vehicle against vehicle sanctioned but departmental vehicle not delivered/provided	CE, ZM, RM, Project Manager, DM	Full Power upto 6(six) months	The amount of compensation / solatium should be as per the prevailing norms & Statutes
107	Emergency requirement in connection with breakdown in Distribution system / construction work/ Project work related to Hydel Projects / Generating Units for a specified period	CE	One calendar month in each case and total period not exceeding 90 days per year	Vehicle should be hired as per prevailing approved rate of appropriate make/ brand/model.
		ZM / Project Manager, Generation Project / PSIC, PPSP	Seven days in each case and total period not exceeding 30 days per year	
107(a)	For meeting emergency requirement in connection with visit of dignitaries	CE	Seven days in each case and total period not exceeding 30 days per year	This power should be exercised in consonance with the prescribed norms of the Company. Merit in each case should be recorded.
		ZM/Project Manager ,Generation Project / PSIC, PPSP	Five days in each case and local period not exceeding 24(Twenty four) days per year	



Sl. No.	Nature of Power	Delegation		Remarks
108	Approval for repairing of companies' own vehicles including replacement of accessories	OSD / Controlling Officer not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD	₹ 20 thousand per annum	This power shall be exercised as per the rules prescribed by the BoD from time to time
109	Repair of Company's vehicle under Corporate CS Cell (without calling any tender in case of emergency)	AGM(HR&A), Corporate CS Cell	₹ 5 thousand in each case	
110	Approval for payment of taxes to local body / municipality / motor vehicles tax / insurance, etc	Respective Controlling Officer not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD	Full power	Land acquisition cell to be consulted in case of revision of rates of land revenue and cess
111	Approval for hiring of accommodation for Office / Stores / Guest house / Inspection Bungalow (IB)	Director, HR	Full power	(i) Power to be exercised in consultation with concerned Controlling Officer (ii) Hiring of accommodation shall be done as per WBSSEDCL's approved policy issued from time to time (iii) Signing of lease agreements can be done by the respective Controlling Officer after obtaining approval from the authorities given alongside
		CE	₹ 75 thousand per calendar month for each establishment	
		ZM / Project Manager, Generation Project / PSIC, PPSP	₹ 50 thousand per calendar month for each establishment	
		RM / Project Manager, RE	₹ 25 thousand per calendar month for each establishment	
		DM	₹ 15 thousand per calendar month for each establishment	
112	Approval for repair of hired premises	Concerned HoDs	Full power	Expenditure in this respect shall be incurred only on urgent repairs of water supply and sanitary arrangements and for ensuring safety and after observing necessary formalities
		ZM / Project Manager, Generation Project / PSIC, PPSP	₹ 40 thousand per annum	



Sl. No.	Nature of Power	Delegation		Remarks
113	Approval for repair & maintenance of office equipments including Computers & IT accessories/ Operating software / air-conditioning system / UPS / fax machine)	All controlling officers not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD	Full power for their respective jurisdiction	For a period exceeding 6(six) months, the matter must be brought to the notice of Director (HR) for approval
114	Procurement of department specific items (such as books, journals, magazine etc.) required by the concerned department at Corporate office or required by offices / sub-stations/Projects/ Generating Units	Director	Full power	(i) This power will be exercised by the concerned authorities in their respective departments at Corporate office for their own requirements (ii) The limits referred to in the delegation are annual limits for each authority and inclusive of the requirements of the subordinate offices under their control
		HODs	₹ 50 thousand per year	
		ACE / AGM / ZM / Project Manager, Generation Project / PSIC, PPSP	₹ 25 thousand per year	
		RM	₹ 15 thousand per year	
		DM/Sr manager/Manager/As sistant Manager	₹ 10 thousand per year	
		SM	₹ 2 thousand per year	
115	Disposal of unserviceable / Obsolete office equipments including computers / old records including obsolete forms / registers	Concerned HoDs	Full power	
		Controlling Officers not below the rank of DM / Unit Incharge - Generation Project / Project site of PPSP /HPC wing /DE, MMHD	Full power for his office (A committee to be constituted with one officer each from Technical, HR&A & F&A wings) (SM in case of Customer Care Centre) of the concerned office	
116	Procurement of Office forms & stationeries	Directors	Full power	(i) This power will be exercised by the concerned authorities in their respective departments at Corporate office / In-charge of Offices for their own requirements or requirements for their sub-ordinate offices (ii) The limits referred to in the delegation are annual limits for each authority and inclusive of the requirements of the subordinate offices under their control
		HODs	₹ 50 Lakhs per year	
		ZM / Project Manager, Generation Project / PSIC, PPSP, AGM(HR&A) CS Cell	₹ 25 Lakhs per year	
		RM	₹ 5 Lakhs per year	
		DM	₹ 3 Lakhs per year	

Sl. No.	Nature of Power	Delegation		Remarks
117	Purchase of Computers & IT accessories including Operating software / air-conditioning system /Photo Copier Machine	HODs	Full power	Entitlement of Photo Copier Machine is allowed from the level of ZM for Zonal Office and Addl. CE / Project Manager for Generation Project / PSIC, PPSP. For any other level below, as mentioned above, approval of the Director (HR) shall be obtained.
		ZM / Project Manager, Generation Project / PSIC, PPSP, AGM(HR&A) CS Cell	₹ 10 Lakhs in each case	
		RM	₹ 5 Lakhs in each case	
		DM	₹ 2 Lakhs in each case	
118	Purchase of UPS/ fax machine	HODs	Full power	
		ZM / Project Manager, Generation Project / PSIC, PPSP, AGM(HR&A) CS Cell	₹ 50 thousand in each case	
		RM	₹ 20 thousand in each case	
		DM	₹ 10 thousand in each case	
119	Procurement of office furniture, fixtures, fittings etc.	Directors	Full power	
		HODs	₹ 15 Lakhs per year	
		ZM / Project Manager, Generation Project / PSIC, PPSP, AGM(HR&A) CS Cell	₹ 10 Lakhs per year	
		RM	₹ 5 Lakhs per year	
		DM	₹ 2 Lakhs per year	
120	Procurement of consumables like ink, cartridge, refilling of fire extinguisher etc.	HODs	₹ 15 Lakhs per year	
		ZM / Project Manager, Generation Project / PSIC, PPSP, AGM(HR&A) CS Cell	₹ 10 Lakhs per year	
		RM	₹ 5 Lakhs per year	
		DM	₹ 2 Lakhs per year	



Sl. No.	Nature of Power	Delegation		Remarks
121	Purchase of stationaries and drawing articles / office furnishing articles (Without calling tender in case of emergency)	AGM(HR&A), Corporate CS Cell	₹ 5 thousand in each case	
122	Approval for purchase of medicines / Medical related equipments	CMO	₹ 1 Lakh per year	
123	Approval for purchase of liveries	Respective Controlling Officer	Full power with respect to liveries as per approved rate contract based on the provisions of Purchase Policy & Procedures	Subject to rules applicable to the issue of liveries
124	Approval for charges with respect to press advertisement/ notification and publicity materials	Director, HR	Full Power	CE (P&C) can use power upto ₹ 5 Lakhs in each case, beyond that approval of the Director (HR) shall be obtained
		CE	₹ 2 Lakhs in each case	
		ZM / Project Manager, Generation Project/ PSIC, PPSP	₹ 1 Lakh in each case if the same is in line with the approval of the respective CE	
125	Approval for disposal of vehicles	Director, HR	Full Power	(i) Power shall be exercised on the basis of recommendations of the "Vehicle Disposal Committee" (ii) "Vehicle Condemnation Committee" shall be constituted by OSD and consist of DM / Unit in charge, Generation projects/ Project site, PPSP as the Chairman of the Committee, In Charges of F&A wing and HR&A wing of the concerned unit as member. The Committee should include one Mechanical Engineer of WBSEDCL or State Government Department. The Committee shall also fix the base rates / reserve price for the vehicle to be disposed off.
126	Approval for disposal Engagement of Private Security Guards / Gunman / Supervisor at Company's installations / Offices	CMD	Full Power	On the basis of the recommendation of the Adviser (S&V) of the WBSEDCL

Sl. No.	Nature of Power	Delegation/Remarks		
127	Administrative sanction to institute proceedings on behalf of the Company in the Court of Law, or to decide not to go for appeal based on the merits of the case, in Civil, Labour, Revenue Courts, Tribunals, Liquidators, Receiver, Arbitrator, Tax Authorities or any other judicial or quasi judicial Authorities, Consumer Forums, etc.	Director(HR) in consultation with concerned Director	Full power	A brief report of all proceedings of very high value or of very important nature in terms of its policy implications shall be submitted to CMD
128	Administrative sanction to defend proceedings against the Company in the Court of Law, in Civil, Labour, Revenue Courts, Tribunals, Liquidators, Receiver, Arbitrator, Tax Authorities or any other judicial or quasi judicial Authorities, Consumer Forums etc	Legal Adviser/Company Secretary	Full power at Corporate office	Company Secretary will exercise the authority in respect of cases related to Company law matters . For all other cases the Legal Adviser will exercise such authority.
		Controlling Officer at field office not below the level of DM or equivalent	Full power for their respective offices	
129	Engagement of Advocates including signing of Vakalatnama			Company Secretary will exercise the authority in respect of cases related to Company law matters.
	i) Supreme Court & National Council etc.	Legal Adviser/Company Secretary	Full power	
	ii) High Court & State Council etc.	Company Secretary / AGM (HR&A) Legal	Full power	
	iii) District Court & District Forums etc.	Controlling Officer of the respective offices but not below the level of DM	Full power	
130	Enlistment of Pleaders / Advocates / Counsels / Adjudicators / Arbitrators and to approve in principle the scale of legal fees and expenses	Director, HR	Full power	Power shall be exercised in consultation with the Legal Adviser
		Controlling Officer at field office not below the level of DM or equivalent	Full power only with respect to district courts as per circular of the Company.	
131	Sanction appointment of Pleaders / Advocates / Counsels for court cases or cases before statutory bodies, adjudicators and arbitrators, or obtain legal opinion from empanelled list at the schedule of rates fixed by the Company	Legal Adviser/Company Secretary	Full power	Company Secretary will exercise the authority in respect of cases related to Company law matters. For all other cases the Legal Adviser will exercise such authority.
		Controlling Officer at field office not below the level of DM or equivalent	Full Power for cases pertaining to district courts as per circular of the Company.	



Sl. No.	Nature of Power	Delegation/Remarks		
127	Administrative sanction to institute proceedings on behalf of the Company in the Court of Law, or to decide not to go for appeal based on the merits of the case, in Civil, Labour, Revenue Courts, Tribunals, Liquidators, Receiver, Arbitrator, Tax Authorities or any other judicial or quasi judicial Authorities, Consumer Forums, etc.	Director(HR) in consultation with concerned Director	Full power	A brief report of all proceedings of very high value or of very important nature in terms of its policy implications shall be submitted to CMD
128	Administrative sanction to defend proceedings against the Company in the Court of Law, in Civil, Labour, Revenue Courts, Tribunals, Liquidators, Receiver, Arbitrator, Tax Authorities or any other judicial or quasi judicial Authorities, Consumer Forums etc	Legal Adviser/Company Secretary	Full power at Corporate office	Company Secretary will exercise the authority in respect of cases related to Company law matters . For all other cases the Legal Adviser will exercise such authority.
		Controlling Officer at field office not below the level of DM or equivalent	Full power for their respective offices	
129	Engagement of Advocates including signing of Vakalatnama			Company Secretary will exercise the authority in respect of cases related to Company law matters.
	i) Supreme Court & National Council etc.	Legal Adviser/Company Secretary	Full power	
	ii) High Court & State Council etc.	Company Secretary / AGM (HR&A) Legal	Full power	
	iii) District Court & District Forums etc.	Controlling Officer of the respective offices but not below the level of DM	Full power	
130	Enlistment of Pleaders / Advocates / Counsels / Adjudicators / Arbitrators and to approve in principle the scale of legal fees and expenses	Director, HR	Full power	Power shall be exercised in consultation with the Legal Adviser
		Controlling Officer at field office not below the level of DM or equivalent	Full power only with respect to district courts as per circular of the Company.	
131	Sanction appointment of Pleaders / Advocates / Counsels for court cases or cases before statutory bodies, adjudicators and arbitrators, or obtain legal opinion from empanelled list at the schedule of rates fixed by the Company	Legal Adviser/Company Secretary	Full power	Company Secretary will exercise the authority in respect of cases related to Company law matters. For all other cases the Legal Adviser will exercise such authority.
		Controlling Officer at field office not below the level of DM or equivalent	Full Power for cases pertaining to district courts as per circular of the Company.	



Sl. No.	Nature of Power	Delegation/Remarks		
132	Sanction appointment of Pleaders / Advocates / Counsels for court cases or cases before statutory bodies, adjudicators and arbitrators outside empanelled list.	Director(HR)	Full power	
133	Sanction fees and charges to Pleaders / Advocates / Counsels / Adjudicators / Chartered Accountants, Cost Accountants, Company Secretaries in practice/ Arbitrators including out of pocket expenses	Legal Adviser/Company Secretary	Full power as per the	Statutory charges like court fees, stamp fees, processing fees, etc and professional fees for filing of various forms / returns shall be approved by the Legal Adviser / Company Secretary, as the case may be, in respect of their respective jurisdiction.
		Controlling Officer at field office not below the level of DM or equivalent	Full power as per the sanctioned scale of legal fees for cases in district courts	
134	Sanction of imposed fines / decretal amount / penalties / interests / fees / costs awarded by courts / tribunals / statutory bodies against WBSedcl other than Ombudsmen and WBERC.	CMD	Full power	Provided that there is no merit in going for appeal if permitted under Law
		Director, HR	₹ 10 Lakhs	
135	Sanction of Appeal/Court fees	Legal Adviser/Company Secretary	Full power	
		AGM (HR&A), Legal	₹ 50 thousand in each case	
136	Advance for paper book & other purpose in connection with legal cases	AGM (HR&A), Legal	₹ 20 thousand in each case	Advance should not be allowed to accumulate more than five occasions
137	Sanction of fee of Ld Advocate-On-Record / Empanelled Lawyer	Legal Adviser/Company Secretary	Full power	
		AGM (HR&A), Legal/ Sr. Manager (HR&A), Legal	₹ 15 thousand in each case	
138	Sanction of Misc expenses / incidental expenses claimed by Ld Advocate	Legal Adviser/ Company Secretary	Full power	
		AGM(HR&A), Legal	₹ 5 thousand in each case	
139	Purchase of Law books & periodicals on single quotation basis	Legal Adviser/Company Secretary	₹ 25 thousand per year	
		AGM(HR&A), Legal	₹ 10 thousand per year	

Sl. No.	Nature of Power	Delegation		Remarks
140	Signing of cheques for drawal of funds / payment / transfer of funds / purchase of bank drafts	Controlling Officer and the Head of Finance & Accounts / Drawing Disbursing Officer jointly for the accounting units.	Full power	The right to confer authorization to the Authorised Officer, as mentioned, shall vest upon Head of Finance & Accounts of the concerned accounting unit
		Two Class-I Officers of Finance & Accounts jointly for accounting units where available.	Full power	
		Drawing & Disbursing Officer of the accounting units	Upto ₹ 50,000 in each case	
		Any Authorised Officer of Finance & Accounts of accounting units where cheque is signed by Officers other than the Drawing & Disbursing Officer.	Upto ₹ 50,000 in each case	
141	Authority to negotiate on terms and conditions of loan agreements	Director (Finance)	Full power	(i) CMD shall finalise the terms and conditions of the loan within the overall borrowing limit, as approved by the BoD. (ii) GM (F & A) / AGM(F&A) will sign the loan agreement.
142				
143	Approval for opening of bank accounts	Director (Finance)	Full power	
144	Deleted			
145	Deleted			

Sl. No.	Nature of Power	Delegation/Remarks
146	Purchase of stationary articles / furniture / office equipments / fixtures / fittings /electrical equipment/ electronic equipment/ air- conditioner/ consumables / computer hardwares & softwares/ refilling of fire extinguishers etc.	₹ 2 Lakhs in each case
147	Printing of forms / stationeries through tender process	₹ 5 Lakhs in each case
148	Expenditure for setting up Stall / Pavilion for exhibition purpose	₹ 2 Lakhs in each case
149	Preparation of Art work : audio / audio - visual documents	₹ 1 Lakh in each case
150	Publication of Advertisement /Tender notice / Notification etc. of the Company in daily news papers	Full power at the approved rate
151	Publication of Advertisement of the Company in souvenirs / display of banners	₹ 20 thousands in each case
152	Sanction of Medical advance	₹ 5 Lakhs in each case
153	Sanction of Reimbursement of Medical expenses	Full power as per existing rules and admissible rates subject to authentication of claims of medical reimbursement by CMO of cases having value ₹ 50 thousand and above and Dy. CMO of cases having value less than ₹ 50 thousand.
154	Repair & maintenance of furniture / office equipments / fittings / computers / electrical equipments / generators etc.	₹ 1 Lakh in each case
155	Annual maintenance contract of furniture / office equipments / computers / electrical equipments / generators / water filter etc.	₹ 1 Lakh in each case
156	Procurement and fixing of Curtain / Mat / Carpet	(i) OSD - ₹ 1 Lakh in each case (ii) AGM (HR&A), Corporate CS Branch - ₹ 50 thousand in each case
157	Rate Contract for Sundry job/ works/ purchase related to Corporate Common Service Cell	₹ 2 Lakhs in each case
158	Purchase of Utensils / Kitchen Wares etc.	₹ 1 Lakh in each case



Sl. No.	Nature of Power	Delegation/Remarks
159	Approval for reimbursement of hospitality expenses for dignitaries, high officials, committees, delegates and sub-committees and Sanction of expenditure for ceremonies, functions related to opening of new office / sub-station, etc	₹ 2 Lakhs in each case
160	Casual hiring of vehicles in case of exigencies, as per Company's approved rates.	Full power
		AGM(HR&A) CS Cell shall be empowered to hire for such purpose for 2(Two) days in each case
161	Approval for purchase of medicines / Medical related equipments	Full Power in consultation with CMO
162	Approval for purchase of liveries	Full power as per approved rate contract based on the provisions of Purchase Policy & Procedures



West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

Registered Office : Vidyut Bhaban, Block - DJ, Sector - II, Bidhannagar, Kolkata - 700 091.
CIN : U40109WB2007SGC113473; website : www.wbsecl.i

Office Order No. : 1161

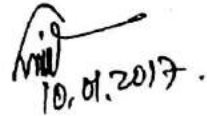
Dated : 10-01-2017

Sub : Delegation of Power for approving CSR proposals

With the objective to approve the CSR proposals expeditiously to meet the mandatory requirement of spending the amount in CSR Schemes as per statutory requirement, it was contemplated from quite some time past to delegate certain power to the different authorities of the Company for approving CSR proposals. Accordingly, the Board of Directors in its 67th meeting held on 6th December, 2016 authorized the following authorities to exercise the financial power as mentioned against each for approving all kinds of CSR proposals within the ambit of the CSR Policy of the Company on the basis of the recommendation of the CSR Sub-Committee.

Sl No.	Authority for approving CSR proposal	Amount
1.	Director(HR)	Upto ₹ 5,00,000/- for each individual proposal
2.	Chairman and Managing Director	Beyond ₹ 5,00,001 but not exceeding ₹20,00,000/-
3.	CSR Committee	Beyond ₹ 20,00,000/- but not exceeding ₹50,00,000/-
4.	Board of Directors	Beyond ₹ 50,00,000/-

This order takes immediate effect.


10.01.2017

(Sujay Sarkar)
Director (HR)