अधिकारों का प्रत्यायोजन
Delegation of Powers

2020 Edition
Web Version 11.2026
(As updated upto August 2026)

एसजेवीएन लिमिटेड
SJVN Limited

भारत सरकार एवं हिमाचल प्रदेश सरकार का संयुक्त उपक्रम
A Joint Venture of GOI & GOHP
एक नवरत्न कंपनी
A Nav Ratna CPSE

पंजीकृत एवं कॉर्पोरेट कार्यालय
Registered & Corporate Office
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SJVN Corporate Office Complex, Shanan, Shimla – 171006 Himachal Pradesh

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अधिकारों का प्रत्यायोजन
Delegation of Powers

Delegation of Powers to Chairman & Managing Director

एसजेवीएन लिमिटेड

कंपनी सचिवालय, एसजेवीएन कॉर्पोरेट मुख्यालय,

शक्ति सदन, शनान, शिमला - 171006

एसजेवीएन/सीएचक्यू/सीएस/31/2021**-4173-4229** दिनांक: 03 सितम्बर 2021

कार्यालय आदेश

विषय: संशोधन संख्या 9/2021 - अध्यक्ष एवं प्रबंध निदेशक/ सशक्त समिति को प्रत्यायोजित अधिकारों में संशोधन**

निदेशक मंडल द्वारा अपनी दिनांक 14 अगस्त 2021 को आयोजित 292वीं बैठक में अध्यक्ष एवं प्रबंध निदेशक एवं सशक्त समिति को प्रत्यायोजित अधिकारों में संशोधन अनुमोदित किए हैं ।

तदनुसार, अध्यक्ष एवं प्रबंध निदेशक एवं सशक्त समिति को संशोधित प्रत्यायोजित अधिकारों की प्रति **अनुलग्नक "ए"** तथा **अनुलग्नक "बी"** के रूप में संलग्न है ।

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है ।

सौ. दास

(सौमेन्द्र दास)
कंपनी सचिव

SJVN Limited

Company Secretariat, SJVN Corporate Headquarters

Shakti Sadan, Shanan, Shimla - 171006

SJVN/CHQ/CS/31/2021**-4173-4229** Dated: 03 September 2021

OFFICE ORDER

Sub: Amendment # 9/2021 – Amendments in Delegation of Powers to CMD/ ECOD**

The Board of Directors in its 292nd Meeting held on 14th August 2021 has approved amendments to Powers delegated to CMD and Empowered Committee of Directors (ECOD).

Accordingly, a copy of amended Delegation of Powers of CMD and Empowered Committee of Directors is enclosed herewith as **Annexure "A" & "B"** respectively.

This issues with the approval of competent authority.

Soumendra Das
Company Secretary

***Note:** Powers delegated to CMD and Empowered Committee of Directors (ECOD) vide DOP Amendment # 9/2021 above, were further Amended vide DOP Amendment # 21/2023.*

Annexure-A

POWERS DELEGATED TO THE CHAIRMAN & MANAGING DIRECTOR

1. "RESOLVED THAT subject to the observance of the provisions of the Companies Act, 1956, the Memorandum and Articles of Association of Company, relevant directives of the Central Government applicable to the Company, policies, rules, regulations and budgets as may be approved by the Board of Directors from time to time and principles of financial propriety and subject to the general supervision and ultimate control by the Board of Directors, the Chairman & Managing Director be and is hereby authorised to exercise all or any of the powers vested in the Board for the management and administration of the company; except on matters as set out in Appendix in respect of which prior approval of the Board of Directors/Government will be necessary."

2. "RESOLVED FURTHER THAT in special circumstances, where, in his opinion an immediate decision on any matter on items included in Appendix is essential, the Chairman and Managing Director may within the ambit of operational necessity and efficiency or to meet an emergency, take decision on behalf of the Board provided, however, that report would be made to the Board and its ex-post facto approval obtained, wherever necessary."

3. "ALSO RESOLVED THAT the Chairman & Managing Director be and is hereby delegated full powers to institute, conduct, intervene, defend, compromise, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the company or its employees or otherwise concerning the affairs of the company in any court and/or quasi-judicial authorities, to refer any claims and/or demands by or against the company, to arbitration/and observe and perform the awards, to sign and verify plaints, written statements, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi-judicial authorities or arbitrator to enforce judgement, execute any decree or order of any judicial or quasi-judicial authorities to satisfy the same and/or to realise or withdraw money from any court, persons or authorities in execution of such decree or order and to sign vakalatnamas etc."

4. "FURTHER RESOLVED THAT the Chairman & Managing Director be and is hereby authorised, to sub delegate all or any of the powers conferred upon him to full time Directors, Executive Directors, General Managers and other officers under him subject to general supervision and ultimate control/due control being retained by him and further subject to such conditions as he may deem fit, consistent with the need for prompt, effective and efficient discharge of responsibilities entrusted to such a Director/Officer."

5. "RESOLVED THAT full powers are hereby delegated to Chairman & Managing Director and to Director (Finance) individually to open, operate, close Bank Accounts of all types e.g. current, cash credit, collection, overdraft, Escrow, etc. in the name of the Company and avail credit or any other funded/non-funded facilities including short term loans/guarantees/Letters of Credit etc. from any bank in the ordinary course of business as may be required with or without creating charge on current assets of the Company."

6. "FURTHER RESOLVED that Chairman & Managing Director and Director (Finance) are individually authorized to nominate officer(s) authorizing them to do all the necessary acts for opening, operating and closure of the bank accounts and to avail the credit facilities including execution of guarantees/counter guarantees, deeds, opening of Letters of Credit, etc. and to comply with all formalities as may be required by the Banks."

APPENDIX TO ANNEXURE 'A'

POWERS EXCLUDED/EXCEPTED FROM THE DELEGATION OF POWERS TO THE CHAIRMAN & MANAGING DIRECTOR

In addition to the matters requiring the approval of the President as set forth in the Articles of Association of the Company, the following will require the sanction/approval of the Board of Directors, Government or General body of shareholders:-

1. BUDGET

a. Annual budget estimates and revised budget estimates for capital expenditure.
b. Annual budget estimates and revised budget estimates for revenue account for operational expenditure.
c. Budget requirement for five year plans.

2. PLANS

a. Annual Plans.
b. Five-year Plans.
c. Long term Plans.
d. Corporate Plans.
e. Resource mobilisation Plans.

3. ACQUISITIONS

Acquiring shares, stocks, securities etc. of other Companies or Undertakings other than in Government guaranteed securities for short term and in duly registered Employees consumer co-operative societies.

4. CAPITAL ESTIMATES

a. Feasibility reports, project reports, detailed project reports and estimates as a whole for the plant/project township or for expansion of existing facilities, of plant and township or for establishment of new units and facilities exceeding ***₹200 crore.***

b. Any capital expenditure including additions, alterations, modifications to or replacement of an existing asset other items exceeding **15% asset value** which have not been specifically included in the approved capital budget for the year within overall budget limit.

c. Deviation of more than **15%** from the estimates for any component part of a project for which component wise sanction has been accorded by the Board/Government.

5. PROCUREMENT OF WORKS, PROCUREMENT OF GOODS AND APPOINTMENT OF CONSULTANTS

a-i. Issue of letter of intent or award of contract for works of value exceeding ***₹200 crore,*** forming a component of Project already sanctioned or where investment decision has been taken by Competent Authority.

a-ii. Issue of letter of intent or award of supply order or contract for procurement of goods of value exceeding ***₹200 crore*** forming an item of a project already sanctioned or where investment decision has been taken by the Competent Authority.

a-iii. Making a commitment in respect of (i) and (ii) above.

b. Award of consultancy contracts including foreign consultancy exceeding ***₹10 crore*** for approved items.

c. Agreement involving foreign collaboration proposed to be entered into by the Company irrespective of the consideration involved.

Note :

1) All proposals for pre-qualification of contractors for items 5 (a), (b), (c) shall be approved by CMD after same have been processed by the contracts department in association with Finance and Engineering and routed through concerned Director and Director (Finance).

2) Presently any proposals on foreign collaboration requires the approval of the Government of India.

d. Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s) substitution of one item in the BOQ, by another in the BOQ, and deviations from the terms of the contract resulting cumulatively in an increase in the contract value of the Contracts approved by the Board by more than 25% or ***₹150 crore***, whichever is less excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.

e. Payments of idle charges, hire charges and interest to contractor for delays not attributable to contractor and not covered by force majeure of value more than ***₹5 crore***.

f (i) Acceptance of disputed claims of above the value of ***₹5 crore***.

Note : Matters under f(i) are those which are to be settled by mutual agreement without referring the dispute to DRB/ Judicial/ Quasi Judicial/ Arbitration/ / Independent Engineer (IE) / Conciliation Committee of Independent Experts (CCIE) or any other body for redressal. [Amd # 21/2023]

f (ii) Acceptance of DRB Claims/ IE decision above the value of ***₹20 crore.*** [Amd # 21/2023]

Note : The powers shall apply to all Projects wherever IE provision exists / DRB is constituted. [Amd # 21/2023]

f (iii) Acceptance of Arbitral Tribunal Awards / Conciliation through CCIE over the value of ***₹30 crore*** and in case of award by Sole Arbitrator above the value of ***₹20 crore.*** [Amd # 21/2023]

General

1) Contracts value means the original contract value;

2) Powers stated in f(i), f(ii) & f(iii) are applicable for all projects under survey and investigation, construction and under Operation.

Remarks common to Clause f (i) to f(iii)

1. Powers shall include implementation / negotiations / appeal / challenge of DRB decision / AT award / IE / Conciliation through CCIE / court decision etc. [Amd # 21/2023]

2. Financial limits mentioned above are per case (Gross before adjustment of ad-hoc /interim advance if any) and for the final amount as per the award/ arrived at after negotiations excluding interest and litigation cost which shall be extra.
3. Powers shall include making interim/ad-hoc payments within the above limits.
4. All pending cases at whatever stage shall be dealt as per these revised powers.
5. After implementation of the award/decision, cases having financial implication of above ***₹10 crore*** including interest/other costs shall be reported to the Board for information.
6. CMD shall exercise full powers for acceptance of Court Decisions/judgments.
7. The procedures for settlement of claims as approved by the Board from time to time shall be followed.
8. Powers under 5(f) (ii) and (iii) shall be exercised on the recommendations of a Committee consisting of concerned Director, Director (Finance) and one Director to be nominated by CMD.

6. PERSONNEL

i) Framing of recruitment policies, promotion policies, voluntary retirement schemes including liberalised voluntary retirement schemes, disciplinary rules and procedures, excluding those which are routine and procedural in nature or involving expenditure or concessions to the extent of ***₹5 crore*** in a year.

ii) Creation of posts of General Manager or equivalent and above.

iii) Formulation of any changes in wage structure and scales of pay of employees of the company.

iv) Policy matters relating to HRA, CCA, DA, Travelling, other allowances, Bonus/Ex-gratia in lieu of Bonus amenities and fringe benefits.

v) Changes in policies.

7. ACCOUNTS

i) Acceptance of annual/ half-yearly/ quarterly profit and loss accounts

ii) Declaration of dividend.

8. POWER TO INVEST

To invest the surplus funds of the Corporation aggregating to more than **₹25 crore** other than in accordance with the guidelines issued by the Deptt. of Public Enterprises from time to time.

NOTE:

The Powers to invest other than in accordance with guidelines of GOI shall be subject to Investment Policy Committee recommendations approved by the Board.

9. POWER TO BORROW

Borrowings repayable beyond a period of 12 months for purposes other than working capital requirements over ***₹200 crore*** at any point of time (Borrowing for working capital requirements will be within the competence of CMD subject to adherence to guidelines and policies laid down by the Board).

Note: Borrowings availed shall be reported to the Board on quarterly basis.

10. WRITE OFF

i) To write off any items of stores, equipment, tools, plant and materials resulting in a net loss of more than ***₹ 5 crore*** in each case.

ii) To write off any shortages of cash exceeding ***₹50,000*** in each case.

iii) To write off any demurrage / wharfages / port charges etc. exceeding ***₹50 lakhs*** in a year for each project/ power stations /units

11. GENERAL

i) Grant of Compensation to other than Company employees, arising from any cause, above ***₹1 crore*** in each case.

ii) Sale or alienation including mortgage in any form of any immovable property vested in the Company.

iii) Any grant or donation or ex-gratia payments, not arising from recognized rules relating to amenities and welfare, over ***₹5 lakh*** in each case.

iv) Settlement of claims against the Company from any cause not provided for in any other items mentioned above exceeding ***₹1 crore*** in each case.

v) Policy for allotment of land to outside parties.

vi) Any expenditure beyond the scope of objective of the Corporation.

vii) The power to sell, lease or otherwise dispose of the whole of the undertaking, any of its undertaking or substantial part thereof.

viii) Demolition and write off of temporary buildings not required by the projects/power stations beyond ***₹2.5 crore*** in original cost for each power station/project.

ix) Acquiring / leasing of Land from private parties under Land Acquisition Act/ filing requisition with Land Acquiring Authorities of Government/ on negotiation basis for:-

   a. Power Generating Projects including transmission line - exceeding ***₹100 crore in*** *each Project.*

   b. *In other cases* - exceeding ***₹10 crore*** *per case.*

x) *Settlement of dispute with regard to surcharge including waiver, rebate, etc. with beneficiaries on Energy Bill exceeding* ***₹10 lakh*** *per beneficiary per annum.*

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अधिकारों का प्रत्यायोजन
Delegation of Powers

Delegation of Powers to Empowered Committee of Directors

ANNEXURE - B

DELEGATION OF POWERS TO THE EMPOWERED COMMITTEE OF DIRECTORS

1. Feasibility reports, project reports, detailed project reports and estimates as a whole for the plant/project township or for expansion of existing facilities, of plant and township or for establishment of new units and facilities not exceeding ***₹300 crore.***

2. Any capital expenditure including additions, alterations, modifications to or replacement of an existing asset other items not exceeding **20% asset value** which have not been specifically included in the approved capital budget for the year within overall budget limit.

3. Deviation of not more than **20%** from the estimates for any component part of a project for which component wise sanction has been accorded by the Board/Government.

4. Award of LOI / contracts or making commitments referred to at 5(a)(i), (ii) and (iii) of Annexure-A (Powers excluded from DOP of CMD) for contract amounting up to ***₹300 crore.***

5. Award of consultancy contracts including foreign consultancy exceeding ***₹15 crore*** for approved items.

6. Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s), substitution of one item in the BOQ by another in the BOQ and deviations from the terms of the contract resulting cumulatively in an increase in the contract value of the Contracts approved by the Board up to 25% or ***₹200 crore,*** whichever is less excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.

7. Payment of idle charges, hire charges and interest to contractor for delay not attributable to contractor and not covered by force majeure of value up to ***₹10 Crore.***

8. Acceptance of claims based on DRB/ IE decisions upto ***₹30 crore.*** [Amd # 21/2023]

9. Acceptance of Arbitral Tribunal Awards/ Conciliation through CCIE upto ***₹50 crore.*** Where the award is given by the Sole Arbitrator, the limit shall be upto **₹30 crore.** [Amd # 21/2023]

10. Framing of recruitment policies, promotion policies, voluntary retirement schemes including liberalised voluntary retirement schemes, disciplinary rules and procedures, excluding those which are routine and procedural in nature or involving expenditure or concessions to the extent of ***₹10 crore*** in a year.

11. Any grant or donation or ex-gratia payments, not arising from recognized rules relating to amenities and welfare, upto ***₹10 lakh*** in each case.

12. Acquiring / leasing of Land from private parties under Land Acquisition Act/ filing requisition with Land Acquiring Authorities of Government/ on negotiation basis for:-
    a. Power Generating Projects including transmission line – not exceeding ***₹200 crore in*** *each Project.*
    b. *In other cases – not* exceeding ***₹20 crore*** *per case.*

13. Settlement *of dispute with regard to surcharge including waiver, rebate, etc. with beneficiaries on Energy Bill not exceeding* ***₹20 lakh*** *per beneficiary per annum.*

Notes:

1. *The powers shall be exercised by Empowered Committee of Directors. The Empowered Committee consists of (a) Chairman & Mg. Director and (b) All Functional Directors. The Quorum for the Committee consists of CMD, Director (Finance) and concerned Director.*
2. *The powers at Sr.no. 8 shall apply to all Projects wherever DRB / IE is constituted.* [Amd # 21/2023]
3. *Powers shall include implementation / negotiations / appeal / challenge of DRB decision / IE decision / Conciliation through CCIE / AT award / court decision etc.* [Amd # 21/2023]
4. *Financial limits mentioned above are per case (Gross before adjustment of ad-hoc/ interim advance if any) and for the final amount as per the award/ arrived at after negotiations excluding interest and litigation cost which shall be extra.*
5. *Powers shall include making interim/ad-hoc payments within the above limits.*
6. *All pending cases at whatever stage shall be dealt as per these revised powers.*
7. *The procedures for settlement of claims as approved by the Board from time to time shall be followed.*
8. *These power shall be applicable for projects in Survey & Investigation, Construction and under Operation.*
9. *Contract value means the original contract value.*

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अधिकारों का प्रत्यायोजन
Delegation of Powers

Guidelines for exercising the Delegation of Powers

PART C: GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS AND DOP

CONCEPT, INTENT, PURPOSE AND TERMS OF DELEGATION

C1. The purpose of delegation is to effectively contribute to the smooth, expeditious and efficient realization of Corporation's laid down goals and targets, within the policy framework set for Corporation.

C2. The delegation shall be subject to such controls/instructions by the CMD as are conveyed from time to time to the delegates in general or in particular.

C3. In emergent situations, when in the opinion of the officer an immediate decision is required on a matter for the safety and/or to prevent damages and losses to assets of the Corporation and when in the absence of decision/sanction/approval, the Company is likely to be put to a loss of revenue, disadvantage, embarrassment, increase in expenditure, directly or indirectly, but the appropriate authority is not available to accord approval, and the powers are not delegated to his level, then after recording the fact of urgency and of the non-availability of the higher authority, he can exercise the powers delegated not exceeding two levels above him and limited to the powers delegated to Executive Director. The decision/sanction/approval shall however, be put-up by the Officer concerned within 14 days to the concerned higher official for ex-post-facto approval. The Power may only be exercised when the senior level officers cannot be contacted and their decision cannot be obtained. This shall not, however, apply to the Powers relating to modification in terms of contracts and payments to the contractors/ supplier/employees or similar/any other nature which can await the decision of the concerned officer.

C4. Exercise of delegation of power shall be subject to observance of the Companies Act 2013 as amended from time to time, Memorandum and Articles of Association of the Corporation, relevant directives of the Central Government, Policies, Rules & Regulations of Corporation, approved Budget of the Corporation and Principles of financial propriety. Any modification in DOP will be applicable only if issued by Company Secretary who is coordinating/Nodal Officer for such purposes, with the approval of CMD. However in the exceptional cases any circular issued by any other Officer relating to DOP, should have consent and approval of CMD.

C5. The powers delegated to an executive can be exercised by an executive above his level. In cases where such authority has been exercised due to non-posting of lower Authority, in such situation higher authority who has approved the original award contract shall be deemed to be next higher Authority also.[Amd # 18/2022]

C6. Proposals for clarification or interpretation or inclusion/additions/deletions of any delegation will be routed through the Head of Project/ Head of Department/ Station Head and recommended by Director concerned before forwarding to Company Secretary, who is the Nodal Officer to receive the proposals. Company Secretary shall examine the same and obtain approval of CMD and issue the clarification as may be appropriate.

C7. In case of items where administrative approval is to be accorded under Section-III (such as procurement of furniture, office equipment and other items/works of administrative nature), after administrative approval for such matters, the procedure and further approval of award of work will be as per Section-I.

C8. The word "HOP" shall mean "Concerned HOD (not below the rank of GM) at Corporate Head Quarter (CHQ)and Station head (not below the rank of GM) at other non project offices. However, wherever the power of station head is separately specified, the same shall be applicable.

C9. The word "Director*/ Concerned Director*" means the Director who has the Administrative Control of the Project/ Unit/ Office unless otherwise specified in these Delegation of Powers or any order issued with the approval of CMD.

***** The Director Concerned for Administrative control of offices may be notified.

C10. General Layout and Architectural works pertaining to creation of permanent assets such as Transit camps, Offices, Townships, Memorials, Museums, auditorium, community hall, school buildings, club or any other such important structure shall be approved by the concerned Functional Director in consultation with CMD. Subsequent minor deviations not altering the original layout and architecture already approved can be done by ED or if ED is not posted, by concerned HOP (not below the rank of GM).

C11. For imported items of spares in O&M projects, the approval shall be accorded by the authority having the delegated powers for equivalent cost in INR on the date of initiation of the proposal of such import, subject to policy guidelines and compliance of extant RBI regulations. Proposals for payment of Verified Carbon Standard

(VCS)/Carbon Development Mechanism (CDM)/ any other Carbon registry charges/ Fee in foreign exchange shall be approved by concerned Director.

C12. 'Full Power' wherever mentioned are subject to condition that the powers shall in no case exceed the powers delegated to CMD.

C13. Cases such as time extension/foreclosure, etc. shall be approved by the authority within whose powers the award value of the works/supply contracts falls at the time of granting such approvals, irrespective of the authority which has originally approved the contracts.

C14. (a) Delegations mentioned in the Delegation of Power (DOP), is for the value of award and not as per the technical sanctioned estimate. For the Tender processing/ Technical Sanction, cost estimate shall be the basis for determining the level of Competency.[Amd # 15/2022]

(b) Further, while initiating a case for approval the indenting department/ case initiating department shall clearly mention the required level of competent authority as per DOP. [Amd # 15/2022]

C15. The financial limits specified for procurement of goods/works/services shall mean up to and including that amount and are exclusive of, GST/any statutory levies and any incidentals such as freight, insurance, sundry expenses i.e., food, conveyance, accommodation, telephone/ fax etc., provided such amounts are payable separately.

C16. (a) Tender Committees are to be constituted as per Annex-I in all cases when financial consideration is ₹ 50 lakh or more. However, Technical Suitability Report in respect of bids received can be asked from Indenting Deptt. during evaluation, if required. The evaluation through Tender Committee is not required in case of work/ assignment given directly to Government Institutions/ Universities established under the Act of Parliament/ State Legislature/ Government Departments/ CPSEs/ State PSUs. Matters not requiring Financial Concurrence are given at Para 26 below. However, in all other cases the prior financial concurrence is required. [Amd # 18/2022 and 24/2023]

(b) In case of receipt of tenders in Physical form, the tender will be opened by the Tender Opening Committee comprising of at least one officer for estimated cost upto ₹ 50,000/- ; by at least two officers for estimated cost between ₹ 50,001/- to ₹ 5 lakh and by atleast three officers for values above ₹ 5 lakhs. The tender opening Committee shall comprise of authorized officer each from Contracts/ Procurement /

indenting Department (not more than one rank below the level specified for Tender Evaluation Committee) and finance representative (not more than two ranks below the level specified for Tender Evaluation Committee). In case of e-Tenders, no Tender Opening Committee shall be required for opening the Bids.[Amd # 10/2021 and 24/2023]

(c) Purchase up to ₹50,000 (Fifty thousand) may be made by an executive of the indenting department only whose level shall not be below E2. Purchase above ₹50,000(Fifty thousand) and up to ₹5(five) lakh shall be made in association with representative of Finance Department (not below E2 level). Purchases above ₹5(five) lakh will be made by a committee of three officers comprising representatives from Contract/procurement group, finance and indenting department, not below E2 level. In case representative of either procurement or indenting department is not available, representative from other department can be got nominated with the approval of competent authority under whose powers the approval of the particular purchase lies. [Amd # 15/2022]

C17. The delegation does not cover the contracts which are to be executed under common seal of the Company as per specific Resolution of the Board of Directors/Sub-committee of the Board.

C18. EMD shall normally be obtained except for tenders with estimated cost of upto ₹ 1,00,000.00 (Rupees One Lakh only), Further, the authority competent for calling of tenders in consultation with Finance may decide before calling of tenders to waive/reduce the value of EMD keeping in view of the prevailing circumstances/market conditions relating to the nature of work involved.[Amd # 18/2022]

C19. For disposal of the unserviceable materials/waste/scrap, a committee comprising of members from Finance, Procurement/Contacts, MMG Deptt/ Stores Deptt./HR/Indenting/user department, shall be constituted with the approval of HOP at projects and by CGM(HR) for Corporate Office and other locations. The said committee shall determine the market rate for disposal. [Amd # 18/2022]

CANONS OF FINANCIAL PROPRIETY

C20. The financial powers shall always be exercised with due observance of canons of financial propriety, which are enumerated herein below.

C21. Expenditure should not prima facie be more than the occasion demands.

C22. Every employee should exercise the same vigilance in respect of expenditure incurred from Public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.

C23. Public money should not be utilized for the benefit of a particular person or section of the community, unless: [Amd # 18/2022]

a) A claim for the amount would be enforced in a Court of Law.
b) Expenditure is in pursuance of a recognized custom or policy.
c) Amount of allowances, such as travelling allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not, on the whole, become source of profit or cause of financial loss to the recipient or cause of embarrassment to and / or loss of image of the organization in the eyes of public/organization associates/employees.

FINANCIAL CONCURRENCE

C24. The financial concurrence shall be prior to the approval by final approving authority. It will be done by an executive from associated Finance Department who is normally not more than two levels below the Approving Authority except where an officer in required grade is not posted. In such exceptional cases, power for financial concurrence shall be exercised by the senior most Finance Officer posted at the respective place.

Associate Finance or Finance means the Finance Department/ Unit attached with concerned office/project/unit. For example, the Finance Officer posted in the F&A unit at Delhi Office shall be the appropriate level officer of Finance Department for Delhi Office.

When representative of Finance not more than two levels below the Approving Authority or HOD of Finance himself / herself at Project/Unit/Regional Office/ Corporate Office is a member and signatory of the Tender Committee, the financial concurrence shall be deemed to have been accorded and the proposal shall not be sent again for financial concurrence.

C25. Matters Requiring Financial Concurrence

Matters bearing financial implications shall require financial concurrence such as:

Sr. No.	Item	Description
25.1	**Budget**	• Capital & Revenue Budget including capital budget at O&M stage.

		• Re-appropriation of Budget.
25.2	**Capital Investment**	• Proposal for Capital Investments in new schemes & Revised Capital Cost of the approved schemes.
25.3	**Works, Purchases & Sales**	• Bid/tender documents (other than Standard Bidding Documents) except technical part. • Any deviation from Standard Bidding Documents or from already approved document issued by Corporate Contracts department, except technical part. • Estimates for works / purchases / consultancy / services – more than ₹ 2.5 lakh. However, records for such cases indicating the details such as description, reference, date and amount of the order, name & address of the vendor, approving authority and reference of DOP Clause etc. may be maintained and got audited by the Internal Auditor. [Amd # 15/2022] • Proposals related to i. evaluation and acceptance of bids excluding technical part. ii. negotiations, (in case Finance member in negotiation committee is not of appropriate level) iii. deviations from the terms & conditions and scope of the concluded contracts having financial implications, iv. changes in the rates of concluded contract (excludes impact of statutory changes as per contract), v. advance payment to contractors/suppliers with or without security except if provided in the contract, vi. termination/foreclosure of contracts, vii. approval for extension of time if with waiver of LD and/or with cost compensation.
25.4	**Claims, write -off & Waivers.**	• Filing petitions with CERC • Settlement of disputed claims outside the court of law • Grant of compensation to any party • All write-off of losses, book debts, claims, recoverable and advances.
25.5	**Personnel**	• Proposals involving variations with reference to the existing wages structure, man power, emoluments, perquisites and service rules including negotiations

		with Unions on such matters. • Payment to employees in respect of matter not covered by specific rules. • Proposals having financial implication to the Corporation, unless otherwise already approved by Competent Authority for implementation requiring Standard Financial inputs.
25.6	**General**	• Price fixation of products/materials/services (including discounts, rebates and incentives to customers) for sale for gross value above ₹ 2.5 lakh.[Amd # 18/2022] • Expenditure on publicity schemes - for value above ₹ 2.5 lakh for each case. [Amd # 18/2022] • Contribution to External Agencies - for value above ₹ 50,000. • Fixation of rent for quarters, lands, building etc. belonging to the Corporation • Hiring of office accommodation, plant & machinery etc. • Advance payment to external agency with or without security • Disposal of materials – Surplus or otherwise • Any other matter having financial implication subject to monetary ceiling as at 26.3 below. [Amd # 18/2022] • Cases emanating from Project/ Regional Office for approval at a level higher than the HOP/Regional head shall be sent to the HOD Contract & Procurement group in Corporate Office for necessary action after financial concurrence at Project/Regional Level with recommendation of HOP/Regional Head.[Amd # 15/2022]

C26. Matters Not Requiring Financial Concurrence

Following matters are specifically excluded from financial concurrence:

Sr. No.	Item	Description
26.1	**Works and Purchases**	• Orders for works/ purchase of goods/ consultancy/ services / Legal charges and other professional fees of ₹ 2.5 lakh and below. [Amd # 18/2022] • Work orders for any value based on financially vetted estimates prepared on the basis of Project Schedule of

		Rates and Standard terms and conditions of work order. • Expenses incurred on tender publication, Publication of notices as per the norms of the Corporation and advertisement for recruitment.
26.2	**Personnel**	• Sanction of advances, benefits and payments to employees within the rules & regulations and approved schemes of the Corporation and within approved budget. • Training programme held in-house or for nomination within India within approved budget. Cumulative expenditure in each proposal and monthly statement shall be sent to Associated Finance. F&A Department at Project, Regional Office, Coordination Office, etc. shall in turn send the details to Corporate Training Department, who shall consolidate the same and furnish to Corporate F&A Department.
26.3	**General** [Amd # 15/2022] & [Amd # 18/2022]	• Statutory fees/levies • All proposals having financial implication up to ₹ 2.5 lakh except as otherwise specifically mentioned. • All proposals for administrative approval. • Technical approval for variation cases/technical sanction of proposal • Sponsorships • Billing Breakup (BBU) for works contracts. • Advertisement/ press release on DAVP/negotiated rates. • Spot Purchase. • Hiring of consultant as per 'Policy for engagement of Consultants and Advisors' at SJVN's Approved rates.

C27. Financial Concurrence – Scope Limitations

In order to avoid duplication of jobs, the following shall not be within the scope of financial concurrence and the proposal initiating department/unit/office shall be wholly responsible for:

- Factual accuracy of technical analysis and assumptions thereof as indicated in the proposal.

- Factual accuracy of technical, statutory requirements and their compliance like explosive Rules, Factory Act, Environmental Acts, various Safety Rules, Labour Laws etc.

C28.

i) Any executive designated as HOP shall exercise power one level above his existing level unless HOP is of the level of ED/CGM. [Amd # 18/2022]

ii) For the procurement of goods (supply contracts) to be awarded at Corporate Office level requiring approval of Director/CMD/ECOD/BOD, the ED/CGM of the Region or HOP (if Regional Office does not exist) shall raise the indent along with cost estimate to the concerned Corporate Contracts & Procurement Group.

iii) Items not forming part of FR/DPR, approved O&M Budget/Annual Plan shall require administrative approval of CMD except those executed as a consequence of post award variation in the contract need for completion of works awarded and covered under provisions at No. 10 and 11 of DOP. However, for re-appropriation of budget relevant provisions of P&WP may be followed. [Amd # 18/2022]

iv) In case, it is decided to purchase certain items from one particular source owing to design, stocking or spares consideration, then 50% of the powers under No. 4.3.1 (Section-I) shall be applicable. [Amd # 18/2022]

C29. The Delegation is for components of a project, or for sub-packages constituting a component, as provided for in FR/DPR/approved O&M Budget/Annual Plan and as approved by the Board of Directors/ Government of India.

C30. NIT should be issued within 6 months of the administrative approval with a grace period of six months. Estimate will be updated, if more than 1 year old.

C31. Package list/ Turnkey mode of contract for main project components of a new project to be executed during development stage and to be awarded at Corporate Office will be finalized by Corporate Planning Department and after obtaining CMD's approval, will be forwarded to HOP for raising indent. For other works to be awarded at the Project level concerned HOP will take a decision. [Amd # 3/2020]

C32. Proposals for approval of detailed (pre-tender) cost estimate i.e. technical sanction shall be routed through concerned finance for concurrence before approval.

C33. Estimates for infrastructure works shall be prepared based on the SJVN Schedule of Rates (SOR). If SOR is not available then the estimate shall be prepared based on

Delhi Schedule of Rate (DSR) or local PWD rates or rates maintained by Irrigation/Power Department with prevailing premium. If the rates are not available in any of them, the estimate will be based on prevailing market rates. For other items, established norms/ guidelines such as CWC/Irrigation etc. or prevailing market rates as may be applicable, may be used.

C34. In respect of the project site works, whose technical sanction/cost estimate lies in the powers of Directors and above, the cost estimate shall be checked/vetted by the Corporate cost Engineering Cell. Further in respect of major works, falling in the powers of Directors and above at Corporate Office level, Bill of Quantity (BOQ) shall be drawn by concerned Corporate Design Department (Civil/ Hydro mechanical/Electrical, as the case may be) and sent to Corporate Cost Engineering Division. Corporate Cost Engineering Division shall prepare cost estimate and forward the same to Corporate Finance for vetting and thereafter, shall get approved at the appropriate level in accordance with delegation mentioned herein.

C35. In respect of contracts for procurement of goods/works/services to be awarded by Director and above at Corporate Office level, Technical Specifications and Bill of Quantity (BOQ) shall be drawn by Corporate Design Department and sent to Corporate Cost Engineering Division, Corporate Cost Engineering Division shall prepare cost estimate and forward the same to Finance for vetting and thereafter shall get approved at the appropriate level in accordance with delegation mentioned herein. Approval of cost estimate shall be accorded by competent authority having administrative control. However, in respect of Hydro-Mechanical, Electrical & Electro-Mechanical works, estimates shall be prepared by Hydro-Mechanical and Electrical Design Divisions respectively. Data/Inputs for preparation of estimate shall be provided to Corporate Cost Engineering Division by the Project and concerned Design Division, as may be necessary.

Further, in respect of contracts for procurement of goods/works/services to be awarded by ED and below level at Corporate Office, Estimate as prepared by indenting/ executing Department shall be sent to Cost Engineering deptt. for vetting of cost estimate before sending the same for FC. **[Amd # 18/2022]**

Above provisions shall not apply to (i) IT-related works and (ii) HR-related procurement of goods/services for expenditure on National Festivals/ Raising Day/ Sports Day/ expenditure on visit of dignitaries/ officials, library, expenditure on ceremonies or other similar administrative events/activities.**[Amd # 33/2024 and 43/2026]**

C36. In respect of the contracts for procurement of goods/works/services to be awarded at Project/ level and approvals accorded by Directors, Technical Specifications and BOQ shall be drawn by indenting/ executing Department and the same shall be sent to Project Cost Engineering unit for preparation of cost estimate. Estimates shall be prepared by Project Cost Engineering unit and forwarded to Finance for vetting and thereafter got approved at the appropriate level in accordance with delegation mentioned herein. Data/Inputs for preparation of estimate shall be provided by the indenting/ executing department to Project Cost Engineering unit. In the absence of Project Cost Engineering unit, estimates shall be prepared by indenting/executing department. Wherever, Cost Engineering unit exists at Project Office, the preparation of cost estimate for the activities to be performed at project Office and checking of cost estimate prepared by Project Cost Engineering Unit but requiring approval at project Office shall be done by Cost Engineering Unit at project Office.

C37. In the O & M stage, administrative approval for the Capital items having impact on tariff, if not included in the budget, shall be accorded by the concerned Director.

37.1 Before according technical sanction of cost estimate by an officer below the level of HOP, administrative approval shall be obtained from HOP even if works are covered in the DPR/O&M budget/Annual Plan. Component of project/ works not forming part of FR/DPR, approved O&M Budget/Annual Plan shall require administrative approval of CMD except those executed as a consequence of post award variation in the contract needed for completion of works awarded and covered under provisions at No.10 &11 of section-I. **[Amd # 18/2022]**

37.2 In cases where decision for procurement of works/goods/services is taken in meeting chaired by the officer having powers for according administrative approval then separate administrative approval shall not be required, if proper minutes of meeting are issued.

C38. Tenders shall be invited by the contracts/ Procurement Groups at Projects or Corporate Office as may be functionally responsible, only after approved Requisition is received, pre-tender cost estimate (technical sanctioned estimate) is approved by competent authority and specific mode for calling of tender is approved by award approving authority. Corporate Contracts Group shall be responsible for procurement of items/works falling under powers of Director/ CMD/ECOD/BOD. The works /services/goods falling under the powers of Director for award can also be processed and awarded by the project if it is a site package. **[Amd # 18/2022]**

C39. For procurement of works to be awarded with the approval of CMD/ECOD/BOD, the tendering process can be initiated pending availability of approved pre-tender estimate. However, pre-tender Estimate (Technically Sanctioned Estimate) for the works will be got approved before opening of price bids.

C40. Standard Bid Document (SBD) shall be approved by CMD. Tender documents including minor deviations, if any, from Standard Bidding Documents (SBD) shall be approved by the authority that has the power for approval of award for works except those falling within the competency of ECOD/BOD in which case the same will be approved by the CMD.

C41. All tenders with estimated value above ₹ 50 (Fifty) lakh shall be evaluated by a Tender Evaluation Committee (as per Annex.-I) , to be constituted with the approval of the authority competent to award the tender except those falling within the competency of ECOD/BOD, in which case the same shall be approved by CMD. Tenders up to ₹ 50 (Fifty) lakh shall be evaluated by concerned contracts/ procurement group and processed through concerned Finance (applicable for tenders above ₹ 1,50,000/- (One lakh Fifty Thousand only) for approval of competent authority. Orders placed without Financial Concurrence shall be entered by the department issuing LoI/LoA in a register. [Amd # 19/2023]

C42. Wherever two-stage/ two-part/two-envelope system of bidding are resorted to, the techno-commercial evaluation report including evaluation of qualifying criteria and opening of price bids shall be approved by the authority competent to approve the award except those falling within the competency of ECOD and BOD, in which case the same will be approved by the CMD.

C43. Tenders shall normally be invited through two parts/two envelope system. The first part/first envelope shall contain EMD, response of bidders to the qualifying criteria, technical and commercial conditions. The second part/ second envelope shall contain only price bid. Price bids shall be opened only after approval of TEC evaluation report on qualification criteria and techno-commercial bids.

C44. The qualifying criteria specified in the tender will be approved by the authority competent to approve the award except those falling within the competency of ECOD/BOD, in which case the same will be approved by the CMD. The qualifying criteria in the tender falling under the competency of CMD/BOD will be framed by a Committee comprising HOD (Contract, Finance, Design / IT&C/ HR/ Concerned specialized department, as the case may be).

C45. The cases for which the approval for award of works are beyond the powers of CGM/ED/HOP, commercial part of the tender documents comprising General Conditions of Contract/Standard Conditions of Contract, Special condition of Contract/Particular Conditions of Contract (SCC/PCC), Information to Bidders (ITB) and Annexure thereto if in line with Standard Bidding Documents (SBD) of SJVN already approved by CMD, will be approved by HOD (Corporate Contracts). Only deviations from approved Standard Bidding Documents shall be got approved from the award approving authority except the tenders falling in the competency of ECOD/BOD, which shall be approved by CMD. The other parts of Bid Document (viz. Technical Specifications, Quality Assurance (QA), BOQ, Tenders Drawings, etc., shall be approved by the respective HODs including amendments thereto. Such approved deviations and other parts of bidding documents including amendments thereto received from concerned HODs shall be incorporated in the tender documents, by the Group responsible for call of tenders and such a complete tender document shall be approved by the Head of the Group issuing the tender documents before issue of the same to the bidders.

C46. The BGs/ Security against Advance payment, Security Deposit/ CPG, etc. shall normally be obtained. However, the powers to waive off the requirement of BGs/Security against Advance payment, Security Deposit/CPG, etc. shall be with CGM/HOP (not below the level of GM) for works awarded at lower level. In case of works awarded by CGM/HOP (not below GM) and above, the power for such waivers shall be exercised by next higher authority, except in case of works to be awarded by CMD/ECOD/BOD, in which case such powers to waive off BGs shall vest with CMD. **[Amd # 18/2022]**

C47. Plant/Structure shall mean all permanent equipment & appurtenant structures including fabricated items of the project. Infrastructure shall mean all facilities required for Development and operation of the Project/Corporate Office / Regional Office/ Non-project Office including roads, buildings and bridges.

C48. **(a)** In respect of works to be executed at Corporate office/Regional/Non-project office, the Division responsible for repair & maintenance of Corporate Office/Regional Office/Non-project Office Building/Residential Colony/other facilities including Guest Houses/transit camp shall draw the technical specification and BOQ, prepare the estimate for technical sanction and get it vetted by Cost Engineering Department and Finance for approval by the Competent Authority. **[Amd # 18/2022]**

C49. Open Tender

i) Open tender enquiries are those which are issued, besides displaying at SJVN's website, through either of the following modes: -

a) Press advertisements in international journals/ Indian Trade Journal (ITJ) /National newspapers for the invitation of International Competitive Bids (ICB)or through their respective e-papers.

b) Press advertisement in at least two national newspapers and one local/regional newspaper for tenders having estimated value above ₹ 3 (three) Crore.

c) Press advertisement in at least two local/regional newspapers for tenders having estimated value from ₹ 25 (twenty five) lakh to ₹ 3 (three) Crore (both limits inclusive). Subsequent notifications for extension in bid submission period for tender values upto ₹ 3 Crore shall only be through e-publications. Press advertisement is not required for t enders floated on GeM portal. [Amd # 5/2021]

d) Issue of Notice Inviting Tender (NIT) in English/Hindi and the local written official language of the district and pasted on notice boards of various offices of Projects/Units for tenders having estimated value below ₹ 25 (twenty-five) lakh. A copy should also be sent to CPWD Divisions, Zonal Offices and Circle Offices, Local Municipalities and DM's/Collector's office/ State PWD Divisions/ State Power Utilities operating at the station of the work and Head Quarter of the project.

e) Inviting tenders from bidders, pre-qualified for a particular work.

ii) In view of high cost of advertising, the advertisement in the newspapers shall be as short as possible (window advertisement) and detailed NIT would be hosted at the website for which clear indication/mention would be given in the advertisement. Website address shall invariably be given in the advertisement. It shall also be mentioned in the press advertisement that all future amendments and corrigendum to the NIT and Tender documents shall be posted only on web site of SJVN, except that extension of date of bid submission and / or modification in qualification criteria shall be informed through press for tender value more than 3 Crore. **[Amd # 18/2022]**

iii) In case single offer is received against open tender, approval of award approving authority not below CGM/HOP (not below GM) will be required before opening the tender or else date of bid submission will be extended or review of qualifying criteria will be done.

C50. Limited Tender

i) The Limited Tender Enquiry (LTE) mode of tendering will be resorted to in case of urgency or any other reasons to be recorded in writing and issued preferably to not less than 04 (four) Vendors/suppliers/contractors whose names have been registered or maintained in a list or based on past experience or current offers or from vender lists maintained in State Government/Central Government/PSUs.

ii) The officer in whose power the award for procurement falls will, however, obtain the approval of the next higher authority about the number and names of suppliers/parties in all cases of limited tenders except the cases of tenders falling within the powers of CGM/HOP (not below GM) and above.

iii) In case single offer is received against limited tender, the powers for award of single tender shall become applicable and approval of award approving authority will be required before opening the tender or else date of submission of bid will be extended.

C51. Single Tender

i) Single tender enquiry is to be resorted-to only in case of urgency/single source availability/source standardization/ specialized works/OEM/OES or their Authorized dealers/ representatives subject to the submission of the valid authorization certificate and includes negotiated tender without call of tenders where resorting to tenders is not practical or economical. *
In case of proprietary items, certificate to that effect will be issued by the indenter (minimum DGM level) in each case.
*Supreme Court guidelines to be referred to. **[Amd # 18/2022]**

ii) The approval of the name of the Supplier/ Party shall be taken from Award Approving Authority before call of Tenders.

iii) For single tender enquiries, reasons for adopting such mode of tendering shall be recorded in writing, by the respective execution/indenting Deptt. while obtaining approval of the competent authority.

iv) Works on Single Tender from Original Equipment Supplier/Original Equipment Manufacturer shall be subject to a certificate at the level of HOD of Indenting Department not below the level of DGM that it is technically necessary to get the work done by the Original Equipment Supplier/ Original Equipment Manufacturer. **[Amd # 13/2022, Amd # 18/2022 and Amd # 22/2023]**

v) Certificate of availability from a single source, if any, and of urgency shall be at a level of HOD of indenting department not less than DGM. **[Amd # 7/2021] and [Amd # 13/2022]**

vi) Source standardization shall be approved at a level not less than CGM / Head of Project (not below the rank of GM). The source standardization/Rate contract once approved shall be valid initially for a period of two years and extendable upto one year but, not exceeding three years period in total. [Amd # 18/2022]

vii) The representative /dealer of Original Equipment Manufacturer (OEM) / Original Equipment Supplier (OES) shall be considered for single tender only if the representative / dealer is sole authorized Representative/ dealer of OEM/OES.

viii) Single tender as may be resorted to in exceptional circumstances where adequate response at economical rates, within the time available is not expected by taking recourse to open/ limited tenders.

C52. Definitions:

a) Proprietary item is defined as where there is only one manufacturer who possesses "Patent Right" of an item and no equivalents are available from any other sources and/ or all possible sources of supply for the item quote only the product of one manufacturer.

b) Developmental orders are orders for development of a product by a supplier for SJVN with or without its assistance.

c) Educational orders are the orders placed on supplier(s) for judging the supplier's capability for performing the job.

C53. Work Order

i) Work orders will be resorted to under emergent circumstances based on works requirement. In such cases, the rates at which tenders are awarded shall be within the applicable Schedule of Rates (SOR), if not available in SOR, the rates as derived in the estimate based on market survey/ budgetary offers/previously awarded rates.

ii) Deviations in work orders shall normally be avoided. However, in case of quantity deviations in a work order, approval of the authority competent to award the work order inclusive of the above deviations (i.e. original value plus deviations) shall be required.

C54. Award of deposit works to Government Agencies

i) Deposit works to Government Agencies, Autonomous Bodies controlled by Government, Government Universities/ Government Institutes, PSUs are works which are got executed against advance deposit/payment of estimated amount of work

either in full or in part or in stages and all such payments shall be considered as payment to such agencies in accordance with the philosophy of Deposit Works.

ii) Powers are to be exercised after considering all factors like urgency, specialized jobs, and availability of budget.

iii) It shall be the responsibility of the indenting Department to draft the Scope of Work, identify the agency and invite proposals along with costs and terms of execution of the assignment.

iv) Normally no /BG/EMD/SD shall be required to be deposited by the agencies through whom the deposit works are to be executed. However, the provision of BG against advance payment/SD etc. may be considered on case to case basis.

v) In case of Deposit works to Government Agencies/ autonomous bodies/Government Universities/ Government Institutions/PSUs, the proposals shall be examined and initiated by the indenting department who shall ensure that the rate/cost quoted by the deposit work agencies is as per their standard norms after concurrence by Finance, process for approval of Competent Authority. After approval, the Contracts Department/Indenting department shall issue the letter of Award for the work and ensure the signing of Contract, wherever required.

C55. Purchase of goods and services from Government Department/PSUs [Amd # 11/2021]

i. Powers are to be exercised after considering all factors like urgency or specialized jobs/ items/goods, availability of budget and reasonableness of rates.
ii. The award approving authority shall exercise full powers to waive off the requirement of BGs against Advance payment, if any, Security Deposit/CPG, EMD etc. for purchase from Government agencies /PSUs.
iii. The authorized representatives shall be required to submit a valid authorization from Government Department/Public Sector Undertakings along with their bid(s).
iv. The Award Approving authority shall exercise full powers for release of interest free advance payment to the extent of 10% of the contract value for procurement of Goods & services from Government Departments/ PSU's.

*[**DOP Clarification # 1/2024** - It is hereby clarified that Clause No. C55(iv) of Guidelines for exercising the DOP as incorporated vide DOP Amendment Order #*

11/2021 shall not be applicable for Consultancy Services obtained under Clause 31.2.4 of Section – I of DOP.]

v. The award approving authority (not below the level of GM) shall exercise full powers for release of interest-free advance payment either in full or part or payment in stages to Government Departments/PSUs for procurement of Goods and/or services in cases where such advances are to be released as per industry practice or policy of the supplier/service provider wherein Goods and /or Services are provided against advance payment. **[Amd # 38/2025]**

C56. Purchases on DGS&D Rates/ GeM (Government e-Market place)

i) The DGS&D rates/ GeM contracts should be operated if SJVN is a direct demanding organization for the concerned item.

ii) The guidelines issued by the Govt. for procurement of Items through GeM should also be adhered.

iii) In all cases of procurement first preference will be given to GeM.

iv) The DOP Clauses shall also be applicable for procurement through GeM portal. **[Amd # 18/2022]**

C57. Repeat Orders

Repeat Order may be placed with financial consultation, based on previous order placed, subject to the following:

i. The date of repeat order shall not be more than one-year after the issue of the original order.

ii. In any case the total quantity of repeat order should not exceed the original quantity. **[Amd # 18/2022]**

iii. A certificate to be recorded by the procurement entity, after reasonable assessment, that there has been no downward trend in price.

iv. The price against the original order was not escalated to compensate for early deliveries.

v. In the event of repeat order envisaging different locations for delivery, suitable adjustment in price shall be made.

vi. Delivery period of repeat order should not be more than the delivery period of the original order.

vii. No repeat order will be placed against previous order placed on Single Tender Basis except single tender involving Proprietary Article Certificate. However, in case of exigency, repeat order for which original order was placed on Single Tender for reasons other than PAC could be placed with the approval of the HOP/GM. **[Amd # 18/2022]**

viii. Repeat order shall not be placed more than once.

ix. Repeat order including the original order shall not exceed the powers delegated to the concerned officer.

x. *[Deleted vide Amd # 18/2022].*

C58. Variations during past award of works/supply in respect of contract awarded on approval of BOD/ECOD/CMD/Director.

i. The powers under 10.1.1 shall be exercised by Project/Region. These shall include variation on account of Design requirements, Site requirements and unforeseen circumstances, etc.

ii. Since EPC contracts are on Lumpsum basis covering normal variations. However, for Corporate Design Division shall issue construction drawings/ design documents as per design/site requirements, statutory provisions/ obligation etc. and project shall implement the same at site. Construction drawings/ design documents issued by Corporate Design Division shall form the basis for obtaining technical approval. ***[Amd # 36/2025]***

iii. Project shall prepare a statement on a quarterly basis consolidating the changes in the quantity of different items effected/expected.

iv. At the stage of Technical approval, the details of items to be executed, quantity variation in BOQ/contract items not requiring rate revision, quantity variation in BOQ/ contract item(s) requiring rate revision, extra items, and substituted items shall be clearly and separately identified along with quantities thereof. Technical approval shall mean that a particular item/work may be got executed through the Contractor. However, admissibility of payment in terms of contract shall be established by Standing Committee mentioned below who shall also establish whether rate revision of varied BOQ items is required or not in terms of Contract and whether the item is to

be treated as new/substituted /extra/analogous item and fresh rates are to be derived therefore.

v. At technical approval stage, tentative financial implication shall be worked out considering rates as already available in the contract and for the extra items/substituted/new items, provisional rates shall be estimated by project as the case may be.

vi. In the event that Technical approval is required at the level of Director, the proposal seeking Technical Approval due to design/ site/ unforeseen conditions and statutory provisions/ obligation etc. duly approved by Corporate Design will be initiated by the project immediately upon arising of such a situation and after analyzing the inputs in the items as the case may be, process with detailed justification and tentative financial implication and technical approval of competent authority as per delegation of powers be obtained.*[Amd # 36/2025]*

vii. After technical approval, HOP shall refer the case to Standing Committee for working out the rates for new/substituted/extra/analogous items. The Standing Committee will be constituted as per representation and levels as defined in Annex-IV which shall be notified by HOP after having nominations from concerned HOD from Corporate Office and whenever any individual is to be replaced/substituted, notification to that respect shall be issued by HOP after seeking nomination from concerned HOD from Corporate office.

viii. The rates for new/ substituted/ extra/ analogous items including revisions of rates, if any, due to quantity variation of BOQ items shall be worked out by the committee as mentioned above. Committee shall deliberate on the categorization of the items as of new/extra/substituted/ analogous items and recommend for approval of admissibility of unit rates. The committee will submit its report to HOP. HOP shall get the same processed and approve it if it falls within the competence of HOP. In case, approval of rates is required at ED/Director/CMD level, HOP shall submit the said report of Standing Committee to Regional Office. In case the rates need approval at corporate level, ED shall submit the report to Corporate Contracts Department, who shall process the case and submit the proposal for approval of competent authority after obtaining comments of Corporate Cost Engineering Department and financial concurrence. After approval of rates, Corporate Contracts Department shall forward the same (having details of item, its quantity, base date, rates, any specific terms and conditions of execution, if any) to Head of Regional Office/HOP for issuance of variation/Change order by Project. Whenever the proposal is to be submitted to ED/Director/CMD, the proposal shall be accompanied with the deviation statement based on the rates recommended by the committee. Once items quantity and rates along with associated terms and conditions, if any, are approved, it shall be construed that approval for issue of change order has been accorded by Competent Authority.

ix. HOP shall have full powers to approve the change order/variation order in respect of items not requiring rate revision up to the limits specified in the contract without referring the matter to Standing Committee. However, technical approval shall be obtained when the aggregate deviation (i.e. considering estimated quantities up to completion) exceeds the delegated power of HOP under No. 10.1.

x. At the time of Technical approval stage, whenever the financial implications on account of substituted/extra/new items exceed 25% of the aggregate powers in monetary terms delegated to ED/GM, the HOP shall bring this fact to the notice of Corporate Contracts Department along with justification for such enhancement through concerned Regional Office through MIS on monthly basis for information.

xi. In respect of BOQ items deviating beyond variation limit prescribed in the contract but not requiring rate revision, HOP is authorized to release provisional payment at BOQ rates pending technical approval of such variation. However, HOP shall ensure that approval of Competent Authority is obtained within six months of occurrence of deviation. In case the same is not obtained, further payment shall be made to the contractor after the approval of concerned ED/Director.

xii. Pending approval for rate for deviated quantity/extra/substituted/new item, HOP is authorized to release the provisional payment @75% of BOQ rate for the deviation in executed quantities of BOQ items beyond variation limit requiring rate revision and for new/extra/substituted item @ 75% of the rate assessed by the project. Project shall ensure that the proposal seeking technical approval is processed in time, normally within 14 days and technical approval obtained. Based on such technical approval, HOP shall ensure that processing of recommendations of committee be done in such a manner and time frame that it is put up to Competent Authority at the earliest but not later than 03 (three) months from the date of release of provisional payment.

xiii. Financial implication shall mean additional value involved i.e. net of positive and negative deviation. However, where overall deviation is in negative, it will be approved by HOP and information to this effect will be submitted to next higher authority. Quarterly statement on the projected completion cost of the package shall be prepared by the project (categorizing the reason for increase whether due to design, site or unforeseen reasons) and shall submit to Corporate Contracts Department (CCD) as well as Corporate Cost Engineering Division. CCD shall compile package wise detail and put up to CMD through concerned Director.

xiv. Design Division shall take approval from concerned Director for issuance of drawings which in its opinion are the major changes in works like conceptual change in layout/support system, slope stabilization etc. for all other cases, concerned officer

of the rank of DGM and above of Design Department shall have full power to approve and issue the drawings.

xv. The various limits in terms of percentage as well as in terms of amount wherever indicated alongside against each level, include the approvals at lower levels both in terms of percentages and amounts. As and when variation limit either in terms of percentage of amount including approvals at lower level exceeds the indicated limit, the approval of authority competent to approve such variation shall be obtained. Overall variation approved by any authority including approval at lower levels, in no case shall exceed the powers delegated to CMD.

C59. Variations during post award of works /supply in respect of contracts awarded on approval of ED and below

i. Financial implication shall mean additional value involved i.e. net of positive and negative deviations. However, where overall deviation is in negative, it will be approved by HOP not below the rank of GM.

ii. At the stage of Technical approval, the details of items to be executed, quantity variation in BOQ/ Contract items not requiring rate revision, quantity variation in BOQ/Contract item requiring rate revision, extra items, and substituted items shall be clearly and separately identified along with quantities thereof.

iii. In respect of repairs and maintenance contracts, the financial limits of powers indicated in various columns of No. 11 against O&M shall be applicable after they are multiplied by 0.5 (one half) except where full power is delegated.

iv. In case of variations beyond prescribed limits (quantity deviations) and extra, substituted analogous items, revised/ analyzed rates if required, will be derived by a committee as per Annex-IV. The committee will derive the rates in accordance with contract provisions.

v. While exercising these powers, Competent Authority shall mean the authority within whose powers the award value of contract falls at the time of granting such approval irrespective of the authority that has awarded the contract.

vi. Full power to ED and below are subject to the condition that the overall deviation including original contract amount awarded does not exceed the powers delegated under No. 2 (award of works) or No. 4 (Award of supply items) or No. 6 (award of Repair and maintenance works) as may be applicable.

vii. Deviation including original contract amount awarded exceeding the powers delegated under No. 2 (award of works) or No. 4 (award of supply items) or No. 6 (award of Repair and maintenance works) as may be applicable shall require approval of appropriate Competent Authority.

viii. A consolidated statement of all cases where overall variation exceeds 25% of contract value, shall be submitted by the HOP to the Corporate Cost Engineering Division along with justification for such enhancement through concerned Regional Office through MIS on monthly basis for information.

ix. After approval of variation in quantities of items and their rates, variation order/change order/ amendments shall be issued by contract/procurement group at CHQ/Projects for contracts originally awarded by CHQ / Projects respectively and deviation statement shall be prepared based on these variation /change order. **[Amd # 18/2022]**

x. The various limits in terms of amount wherever indicated alongside against each level, include the approvals at lower levels. Overall variation approved by any authority including approval at lower levels, in no case shall exceed the powers delegated to CMD.

xi. Pending approval for rate for deviated quantity/extra/substituted/new item, HOP is authorized to release the provisional payment @75% of BOQ rate for the deviation in executed quantities of BOQ items beyond variation limit requiring rate revision and for new/extra/substituted item @ 75% of the rate assessed by the project. Project shall ensure that the proposal seeking technical approval is processed in time, normally within 14 days and technical approval obtained. Based on such technical approval, HOP shall ensure that processing of recommendations of committee be done in such a manner and time frame that it is put up to Competent Authority at the earliest but not later than 03 (three) months from the date of release of provisional payment.

C60. Development Stage mentioned in this Delegation of Powers shall mean Survey, Investigation, Pre–Construction and Construction Stage.

C61. Changes in Guidelines

Any changes in above guidelines shall be approved by CMD considering exigencies of work, nature of transaction, need and extent of financial concurrence requirement, adequacy of internal control system, etc.

C62. Guidelines for exercising of Delegation of Powers under Crisis situation [Amd # 8/2021]

i Projects/departments exercising the power under CMP shall submit report on expenditure incurred to management within 7 days of incidence.

ii. For revival of electro-mechanical works/ purchase (wherever SOR is not available), powers delegated under OEM/ OES/PAS/Single Tender are to be considered double during CMP including powers for Administrative & Technical for such case.

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अधिकारों का प्रत्यायोजन

Delegation of Powers

Section-I

Delegation of Powers for Procurement of Works, Goods and Services

Note:

While implementing the provisions contained under Section-I of this Delegation of Power (DOP), the user should refer to the "Remarks" appearing at the end of the item as well as the "General Notes" appearing at the end of the Section, if any, and the "Guidelines for exercise Delegation of Power".

SECTION –I

DELEGATION OF POWERS FOR PROCUREMENT OF WORKS, GOODS AND SERVICES

Development Stage mentioned in this Delegation of Powers shall mean Survey, Investigation, Pre–Construction and Construction Stage.

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
1.	Administrative Approval and Technical approval /sanction for Procurement of works i.e. other than procurement of goods and services				Chapter A-7 of PWP&P & C 28 to C57 of DOP Guidelines [Amd # 18/2022]
1.1	Administrative approval for Procurement of works i.e., other than Procurement of goods and services	Director	Full Power	Full Power	
		ED/CGM	₹15Crore	₹8 Crore	
		GM	₹10 Crore	₹5 Crore	
1.2	Technical sanction/ approval of detailed (pre-tender) cost estimate for works i.e., other than Procurement of goods and services after administrative approval vide No. 1.1 above	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	₹30 Crore	₹15 Crore	
		DGM	₹1 Crore	₹50 Lakh	
		Sr.Manager	₹50 Lakh	₹30 Lakh	
Note: A-7 means chapter 7 of PWP&P (Pre-Award)/Part A B 2.1 means para 2.1 of PWP&P (Post-Award)/Part B					
2.	Approval for award for procurement of works i.e., other than procurement of goods/services, after approval of cost –estimate vide No. 1 above.				Chapter A-8 and A-9 of PWP&P & C 28 to C57 of DOP Guidelines [Amd # 18/2022]
2.1	Open Tender	Director	₹50 Crore	₹30 Crore	
		ED/CGM	₹30 Crore	₹20 Crore	
		GM	₹20 Crore	₹10 Crore	
		DGM	₹50 Lakh	₹30 Lakh	
		Sr. Manager	₹25 Lakh	₹10 Lakh	
2.2	Limited Tender	Director	₹20 Crore	₹10 Crore	
		ED/CGM	₹10 Crore	₹5 Crore	
		GM	₹5 Crore	₹ 2.5 Crore	
		DGM	₹15 Lakh	₹10 Lakh	
		Sr. Manager	₹6 Lakh	₹4 Lakh	
2.3	Single Tender in case of urgency or specialied work	Director	₹10 Crore	₹5 Crore	
		ED/CGM	₹5 Crore	₹2.5 Crore	
		GM	₹2 Crore	₹1 Crore	
2.4	Work Orders	Director	₹60 Lakh	₹30 Lakh	
		ED/CGM	₹40 Lakh	₹20 Lakh	
		GM	₹20 Lakh	₹10 Lakh	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
		DGM	₹1 Lakh	₹50,000/-	
2.5	Execution of Deposit Works through Government Agencies, Autonomous Bodies controlled by Government, Government Universities/ Government Institutes, PSUs.	Director	₹20 Crore	₹10 Crore	
		ED/CGM	₹10 Crore	₹5 Crore	
		GM	₹5 Crore	₹2.5 Crore	
3.	Administrative approval and Technical sanction/approval for Procurement of goods other than Procurement of work and services. [Amd # 18/2022]				Chapter A-7 of PWP&P & C 28 to C57 of DOP Guidelines [Amd # 18/2022]
3.1	Administrative approval/ Approval of Indents/ Purchase Requisition (PR) for procurement of goods. [Amd # 18/2022]	Director	Full Power	Full Power	
		ED/CGM	₹10 Crore	₹7 Crore	
		GM	₹5 Crore	₹3 Crore	
3.2	Technical Approval/ sanction of cost estimate of procurement of goods after administrative approval vide No. 3.1 above. [Amd # 18/2022]	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
		DGM	₹50 Lakh	₹50 Lakh	
		Sr. Manager	₹20 Lakh	₹20 Lakh	
4.	Approval for award for procurement of goods against approved indent for procurement of goods vide No. 3.				Chapter A-7 of PWP&P & C 28 to C57 of DOP Guidelines [Amd # 18/2022]
4.1	Open Tender	Director	₹25 Crore	₹15 Crore	
		ED/CGM	₹15 Crore	₹10 Crore	
		GM	₹10 Crore	₹5 Crore	
		DGM	₹20 Lakh	₹20 Lakh	
		Sr. Manager	₹10 Lakh	₹10 Lakh	
4.2	Limited Tender [Amd # 18/2022]	Director	₹6 Crore	₹5 Crore	
		ED/CGM	₹3 Crore	₹2 Crore	
		GM	₹2 Crore	₹1 Crore	
		DGM	₹5 Lakh	₹2 Lakh	
		Sr. Manager	₹2 Lakh	₹1 Lakh	
4.3	Single Tender				
4.3.1	Against Proprietary Article Certificate (PAC), Source Standadization and Original Equipment Manufacturer (OEM) / Original Equipment	Director	₹5 Crore	₹7 Crore	C 28 & C 51 of DOP Guidelines [Amd # 18/2022]
		ED/CGM	₹2 Crore	₹3 Crore	
		GM	₹50 Lakh	₹1 Crore	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
	Supplier (OES) or their authorized representatives/ dealers				
4.3.2	On grounds of urgency. [Amd # 18/2022]	Director	₹ 3 Crore	₹ 3 Crore	
		ED/CGM	₹ 1 Crore	₹ 1 Crore	
		GM	₹ 50 Lakh	₹ 50 Lakh	
4.3.3	On grounds other than urgency, but for justified reasons.	Director	₹1 Crore	₹1 Crore	
		ED/CGM	₹30 Lakh	₹30 Lakh	
		GM	₹15 Lakh	₹15 Lakh	
4.4	Purchases from manufacturers/ authorized dealers having valid rate contracts for items under procurement of goods. [Amd # 18/2022]	Director	₹2 Crore	₹2 Crore	
		ED/CGM	₹1 Crore	₹1 Crore	
		GM	₹50 Lakh	₹50 Lakh	
		DGM	₹3 Lakh	₹3 Lakh	
		Sr. Manager	₹1 Lakh	₹1 Lakh	
4.5	Procurement of steel in case of MoU from SAIL/ RINL.	Director	₹30 Crore	₹30 Crore	
		ED/CGM	₹15 Crore	₹15 Crore	
		GM	₹10 Crore	₹10 Crore	
4.6	Procurement from manufacturers/ producers of Government Department/ Undertakings or their authorized representatives.	Director	₹5 Crore	₹5 Crore	
		ED/CGM	₹2 Crore	₹2 Crore	
		GM	₹60 Lakh	₹60 Lakh	
5.	Administrative approval and Technical approval/ sanction of procurement of works/ Services for repair and maintenance (including AMC & Crisis Management Plan (CMP)) of Plants, Structures and Infrastructure works.[Amd # 8/2021 and Amd # 25/2023]				Chapter A-7 of PWP&P & C 28 to 52 of DOP Guidelines
5.1	Administrative approval of procurement of works/ Services for repair and maintenance of plants & Structures. [Amd # 18/2022 and Amd # 25/2023]	Director	Full Power	Full Power	
		ED/CGM	₹12 Crore	₹12 Crore	
		GM	₹5 Crore	₹5 Crore	
5.2	Technical sanction/approval of detailed (pre-tender) cost estimate for repair and maintenance of Plants & Structures after administrative approval vide No. 5.1 above.	Director	Full Power	Full Power	
		ED/CGM	₹15 Crore	₹15 Crore	
		GM	₹7 Crore	₹7 Crore	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
5.3	Administrative approval for procurement of works/ Services for repair and maintenance of Infrastructural works. [Amd # 18/2022 and Amd # 25/2023]	Director	Full Power	Full Power	
		ED/CGM	₹2 Crore	₹2 Crore	
		GM	₹1 Crore	₹1Crore	
5.4	Technical sanction/ approval of detailed (pre-tender) cost estimate for repair and maintenance of infrastructure works/ Services after administrative approval vide No. 5.3 above. [Amd # 25/2023]	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	₹5Crore	₹5 Crore	
		DGM	₹50 Lakh	₹50 Lakh	
		Sr.Manager	₹30 Lakh	₹30 Lakh	
6.	Approval for award of procurement of works/ Services for repair and maintenance (including AMC) of Plants, Structures and Infrastructure works. [Amd # 25/2023]				Chapter A-7, A-8 and A-9 of PWP&P & C 28 to 52 of DOP Guidelines
6.1	Procurement of works/ Services for repair and maintenance of plants, Structures. [Amd # 25/2023]				
6.1.1	Open Tender	Director	₹15 Crore	₹15 Crore	
		ED/CGM	₹7 Crore	₹7 Crore	
		GM	₹5Crore	₹5Crore	
		DGM / Sr. Manager	₹15 Lakh	₹15 Lakh	
6.1.2	Limited Tender	Director	₹5 Crore	₹5 Crore	
		ED/CGM	₹2 Crore	₹2 Crore	
		GM	₹1 Crore	₹1 Crore	
		DGM / Sr. Manager	₹10Lakh	₹10Lakh	
6.1.3	Single Tender				
a)	In case of OEM/OES or their authorizedrepresentatives or dealers	Director	₹2 Crore	₹2 Crore	
		ED/CGM	₹1 Crore	₹1 Crore	
		GM	₹50 Lakh	₹50 Lakh	
b)	In case of urgency or specialized works	Director	₹1.5 Crore	₹1.5 Crore	
		ED/CGM	₹50 Lakh	₹50 Lakh	
		GM	₹30 Lakh	₹30 Lakh	
6.1.4	Work Orders	Director	₹40 Lakh	₹40 Lakh	
		ED/CGM	₹20 Lakh	₹20 Lakh	
		GM	₹10 Lakh	₹10 Lakh	
		DGM /	₹75,000/-	₹75,000/-	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
		Sr.Manager			
6.1.5	Work Order to meet the exigencies under CMP. [Amd # 8/2021]	ED/CGM/HOP	₹ 5 Crore	₹ 5 Crore	Proposed delegation of powers under Crisis Management Plan (CMP) considered for each case/ proposal.
		GM	₹ 3 Crore	₹ 3 Crore	
		DGM	₹ 2 Crore	₹ 2 Crore	
6.2	Procurement of works/ Services for repair and maintenance of infrastructure works[Amd # 25/2023]				
6.2.1	Open Tender[Amd # 18/2022]	Director	₹7 Crore	₹10 Crore	
		ED/CGM	₹5 Crore	₹5 Crore	
		GM	₹2 Crore	₹2 Crore	
		DGM	₹30 Lakh	₹60 Lakh	
		Sr. Manager	₹10 Lakh	₹30 Lakh	
6.2.2	Limited Tender[Amd # 18/2022]	Director	₹1.5 Crore	₹2 Crore	
		ED/CGM	₹1 Crore	₹1 Crore	
		GM	₹75 Lakh	₹75 Lakh	
		DGM	₹8 Lakh	₹8 Lakh	
		Sr. Manager	₹3 Lakh	₹3 Lakh	
6.2.3	Single Tender in case of urgency or specialized work/ OEM/ OES [Amd # 18/2022]	Director	₹1 Crore	₹1 Crore	Chapter A-7 of PWP&P
		ED/CGM	₹60 Lakh	₹60 Lakh	
		GM	₹20 Lakh	₹20 Lakh	
6.2.4	Work Orders[Amd # 18/2022]	Director	₹25 Lakh	₹30 Lakh	
		ED/CGM	₹8 Lakh	₹10 Lakh	
		GM	₹4 Lakh	₹8 Lakh	
		DGM	₹50,000/-	₹50,000/-	
		Sr. Manager	₹20,000/-	₹20,000/-	
6.2.5	Work Order to meet the exigencies under CMP.[Amd # 8/2021]	ED/CGM/ HOP	₹ 5 Crore	₹ 5 Crore	Proposed delegation of powers under Crisis Management Plan (CMP) considered for each case/ proposal.
		GM	₹ 3 Crore	₹ 3 Crore	
		DGM	₹ 2 Crore	₹ 2 Crore	
7.(a)	Approval for local purchase of material and hiring of services on grounds of urgency or	Director	₹40 Lakh	₹30 Lakh	Chapter A-8 of PWP&P & C 16 (c) of DOP Guidelines [Amd #
		ED/CGM	₹20 Lakh	₹15 Lakh	
		GM	₹10 Lakh	₹7 Lakh	
		DGM / Sr.	₹30,000/-	₹10,000/-	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
	other justified reasons.	Manager	(subject to ₹1 Lakh per annum)	(subject to ₹50,000/- per annum)	15/2022]
		Company Secretary	--	₹30,000/- (subject to ₹3 Lakh per annum)	Company Secretary is authorized to administratively approve and effect local spot purchase for Board / Committee / General Meetings and Investor Conferences/ Roadshows.
7 (b)	Approval for local purchase of material and hiring of services to meet the exigencies under CMP. [Amd # 8/2021]	ED/ CGM/ HOP	₹ 2 Crore	₹ 2 Crore	Proposed delegation of powers under Crisis Management Plan (CMP) considered for each case/ proposal.
		GM	₹ 3 Crore	₹ 3 Crore	
		DGM	₹ 25 Lakh	₹ 25 Lakh	
8.	Transportation (including statutory/ codal clearances, wherever required) including loading and unloading.				The delegation of powers is for transportation by road and sea. Executives of the level of Senior Manager and above will have the full powers in respect of transportation by rail. However, transportation by air, which shall be resorted to in case of emergency or any other valid recorded reason, will require the approval of Head of the Project not below the level of GM.
8.1	Indent and Technical Sanction of Cost estimate for Transportation (including statutory/ codal clearances, wherever required) including loading and unloading.				
8.1.1	Approval for Indent	ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
8.1.2	Technical approval/ Sanction of Cost estimate.	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
		DGM/ Sr.Manager	₹5 Lakh	₹3 Lakh	
8.2	Award of work for Transportation (including statutory/ codal clearances, wherever required) including loading and unloading) .				
8.2.1	Open Tender	Director	₹4 Crore	₹2 Crore	
		ED/CGM	₹2 Crore	₹1 Crore	
		GM	₹1 Crore	₹50 Lakh	
		DGM	₹3 Lakh	₹2 Lakh	
		Sr. Manager	₹1 Lakh	₹1 Lakh	
8.2.2	Limited Tender	Director	₹1 Crore	₹1 Crore	
		ED/CGM	₹50 Lakh	₹50 Lakh	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
		GM	₹25 Lakh	₹25 Lakh	
		DGM	₹1 Lakh	₹1 Lakh	
		Sr. Manager	₹75,000/-	₹75,000/-	
8.2.3	Single Tender on grounds of urgency	Director	₹25 Lakh	₹25 Lakh	
		ED/CGM	₹10 Lakh	₹10 Lakh	
		GM	₹5 Lakh	₹5 Lakh	
		DGM	₹50,000/-	₹50,000/-	
9.	Repeat order (for procurement of good only)	Director ED/CGM GM DGM Sr.Manager	50% of the original order approved at his level or lower authority.	50% of the original order approved at his level or lower authority.	C 28 to 57 of DOP Guidelines
10.	Variation during post award execution of works/ services(except consutancy)/ supply in respect of contract awarded on approval of BOD/ ECOD/ CMD/ Director due to scope/quantity variations/new/substituted or extra items, etc. whether requiring rate revision or not.				B 2.11 & B 2.12 of PWP&P read with C12 and C58 (ii) of DOP guidelines. [Amd # 16/2022 & 36/2025] A clarification has been sought regarding determination of the competent authority for Technical Approval under Clause 10.1.1 & 10.1.2 of Section-I of the Delegation of Powers in cases where Civil Works, Hydro-Mechanical Works, Electro-Mechanical Works and/or other components are awarded under a single composite EPC
10.1	Technical approval (items and quantities of varied items beyond BOQ quantities, New/extra/substituted items) for the above.				
10.1.1	Necessitated due to approved Design and /or any other valid reason (for Civil Works) [Amd # 16/2022]	Director	Full Power	Full Power	
		ED	15% of contract sum or Rs 100 Crore whichever is lower	15% of contract sum or Rs 15 Crore whichever is lower	
		CGM	15% of contract sum or Rs 80 Crore whichever is lower	15% of contract sum or Rs 10 Crore whichever is lower	
		GM	10% of contract sum or Rs 50 Crore whichever is lower	10% of contract sum or Rs 7 Crore whichever is lower	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
10.1.2	Necessitated due to approved Design and/or site requirement or any other valid reason in supply and installations/ Erection of Hydro-Mechanical/ Electro-Mechanical Contracts OR any other contracts. [Amd # 16/2022]	Director	Full Power	Full Power	Contract. In this regard it is hereby clarified that the item of work (Civil/HM/EM) constituting the major portion of the Contract value shall be the governing factor for determining the application of clause 10.1.1 or 10.1.2. [DOP Clarification # 2/2026]
		ED	Up to 8% of Contract sum or ₹50 Crore whichever is lower.	Up to 8% of Contract sum or ₹5 Crore whichever is lower	
		CGM	Up to 6% of Contract sum or ₹40 Crore whichever is lower	Up to 6% of Contract Award sum or ₹2.5 Crore whichever is lower	
		GM	2% of Contract sum or ₹10 Crore whichever is lower	2% of Contract sum or ₹1 Crore whichever is lower	
10.2.1	Approval for issue of change order/Variation Order (rates for varied/extra/new/substituted items) based on technical approval at No. 10.1 above. [Amd # 16/2022]	Director	Full Power	Full Power	
		ED	Up to 20% of contract sum	Up to 15% of contract sum	
		CGM	Up to 20% of contract sum	Up to 15% of contract sum	
		GM	Up to 15% of contract sum	Up to 15% of contract sum	
10.2.2	For turnkey contracts where overall contingency limit is specified covering Quantity variation without rate revision and extra & substituted items	Director	Full Powers up to overall contingency limit of the contract	-	
		ED	Full Powers up to overall contingency limit of the contract	-	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
		CGM	Full Powers up to 50% of contingency limit of the contract	-	
		GM	Full Powers up to 25% of contingency limit of the contract	-	
11.	Variation during post award execution of works/ supply order/services (except consultancy) due to scope/quantity variations/new/substituted or extra items, etc. in respect of contract awarded on approval of ED& below.				B 2.11 & B 2.12 of PWP&P
11.1	Technical approval (items and quantities of varied items beyond BOQ quantities, New/extra/substituted items) for the above.	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
		DGM/ Sr.Manager	Up to ₹10 Lakh	Up to ₹6 Lakh	
11.2	Approval for issue of change order based on Technical approval at No.11.1 above.				
11.2.1	For quantity variations not requiring rate revision in terms of the Contract.	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
		DGM	Full Power in respect of contracts awarded by him or lower authority	Full Power in respect of contracts awarded by him or lower authority	
		Sr.Manager	Full Power in respect of contracts awarded by him.	Full Power in respect of contracts awarded by him.	
11.2.2	For quantity variations (excluding extra and substituted items) requiring rate revision in terms of the Contract.	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Up to ₹1 Crore	Up to ₹50 Lakh	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
11.2.3	Extra items and substituted items i.e. item not appearing in the accepted schedule of the quantities/BOQ.	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Up to ₹1 Crore	Up to ₹1 Crore	
12.	Extension in Completion Period in respect of contracts for Procurement of Work/Goods/ services/ Consultancy. [Amd # 18/2022]				B 2.13 of PWP &P
12.1	Extension in completion period in respect of contract for procurement of works/goods/services.	Director	Full Power	Full Power	
		ED/CGM	Full power in respect of contracts approved by him or lower authority.	Full power in respect of contracts approved by him or lower authority.	
		GM			
		DGM			
12.2	Reduction/Waiver of LD.	Director	Full power with next higher authority to the one who approved the contract.	Full Power with next higher authority to the one who approved the contract.	
		ED/CGM			
		GM			
		DGM			
13.	Termination of tendering process after initiating tendering process, but before issuance of LOA.	Director	Full power in respect of tenders falling within his power for award of tender.	Full power in respect of tenders falling within his power for award of tender.	
		ED/CGM			
		GM			
		DGM			
		Sr. Manager			
14.1	Extension for bid submission date after issue of NIT but before the last date for opening of tender.	Director	Full power in respect of tenders for which he or lower authority has power to award.	Full Power in respect of tenders for which he or lower authority has power to award.	
		ED/CGM			
		GM			
		DGM			
		Sr. Manager			

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
14.2	Modification in the Terms, Conditions and provisions of Tenders, after issue of NIT but before the last date and time for opening of tender.	Director ED/CGM GM DGM Sr.Manager	Full power in respect of tenders for which he or lower authority has power to award.	Full Power in respect of tenders for which he or lower authority has power to award.	
14.3	Modification in terms of contract not covered elsewhere in this DOP[Amd # 18/2022]:				
(a)	Having no financial implication [Amd # 18/2022]	Director	Full Power	Full Power	
		ED	Full power	Full Power	
		CGM/ GM (in case of HOP)	Full Power	Full Power	
		DGM	Full Power in respect of contracts approved by him or lower authority	Full Power in respect of contracts approved by him or lower authority	
(b)	Having financial implication [Amd # 18/2022]	Director	Full Power subject to maximum financial implication of ₹2 Crore or 10% of contract value in aggregate in a particular contract, whichever is less including approvals at lower levels	Full Power subject to maximum financial implication of ₹1 Crore or 10% of contract value in aggregate in a particular contract, whichever is less including approvals at lower levels.	
		ED	Full Power subject to maximum financial	Full Power subject to maximum financial	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
			implication of ₹1 Crore or 10%. of contract value in aggregate in a particular contract, whichever is less, including approvals at lower levels.	implication of ₹50 Lakh or 10% of contract value in aggregate in a particular contract, whichever is less, including approvals at lower levels.	
		CGM /GM (in case of HOP)	Full Power subject to maximum financial implication of ₹50 Lakh or 10% of contract value in aggregate in a particular contract, whichever is less.	Full Power subject to maximum financial implication of ₹25 Lakh or 10% of contract value in aggregate in a particular contract, whichever is less.	
15.	Addition to / Substitution of existing approved manufacturer/sub-contractor / venders in the contract	Director	Full Power	Full Power	B 2.6 of PWP&P
		ED/CGM	Full Power in respect of contracts approved by himself or lower authority	Full Power in respect of contracts approved by himself or lower authority	
		GM	Full Power in respect of contracts approved by himself or lower authority	Full Power in respect of contracts approved by himself or lower authority	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
16.	Acceptance of stores under deviation in specifications	Director	Full Power (subject to limit for award at each level	Full Power (subject to limit for award at each level	B 2.8 of PWP&P
		ED/CGM			
		GM			
17 (a)	Grant of compensation to the contractor/supplier towards idling of resources for delay not attributable to the contractor whether "Covered" or "not covered" by force majeure. [Amd # 17/2022]	Director	Up to 5% of the award value of contract subject to a ceiling of ₹ 3 Crore	Up to 5% of the award value of contract subject to a ceiling of ₹ 2 Crore.	B 2.13.12 of P&WP
		HOP at the level of ED/CGM	Up to 4% of the award value of contract subject to a ceiling of ₹2.5 Crore	Up to 4% of the award value of contract subject to a ceiling of ₹1.5 Crore	
		HOP at the level of GM	Up to 3% of the award value of contract subject to a ceiling of ₹2 Crore	Up to 3% of the award value of contract subject to a ceiling of ₹1Crore	
17 (b)	Acceptance of disputed claims which are to be settled by mutual agreement without referring the dispute to DRB/ Judicial/ Quasi-Judicial/ Arbitration/ or any other body for redressal. [Amd # 17/2022]	Director	Up to ₹ 3 Crore	Up to ₹ 2 Crore	B2.16.3.1 & B2.16.3.2 of P&WP
		HOP at the level of ED/ CGM	Up to ₹ 2.5 Crore	Up to ₹ 1.5 Crore	
		HOP at the level of GM	Up to ₹ 2 Crore	Up to ₹ 1 Crore	
18.	Sanction for disposal of surplus/unserviceable/obsolete material, equipment and spares including administrative approval, subject to disposal policy.				B 2.8.4 of PWP&P
18.1	Vehicles and its spares	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
18.2	Scrap of equipment and appliances, miscellaneous	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
	scrap including old & used spares of equipment and appliances and all items covered under Clause 32.1, 32.2 of Section-III. [Amd # 18/2022]	GM	Full Power	Full Power	
18.3	Equipment whose individual book value is ₹10 lakh or less	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
18.4	Equipment whose individual book value is above ₹10 Lakh and up to ₹1 Crore	Director	Full Power	Full Power	
18.5	Surplus spare parts of various plants, equipment and vehicles	Director	Full Power	Full Power	
		ED	Full Power	Full Power	
		CGM	Full Power	Full Power	
18.6	Accord of administrative approval and approval for disposal of surplus steel	Director	₹10 Crore	₹10 Crore	
		ED	₹5 Crore	₹5 Crore	
		CGM	₹2.5 Crore	₹2.5 Crore	
		GM	₹1 Crore	₹1 Crore	
19.	Approval of indent for procurement of stock items	ED/ CGM/ GM/	Full Power	Full Power	Chapter A-7.9 of PWP&P
20.	Approval of indent for issue of materials/ equipment / item from stores	Sr.Manager and above	Full Power	Full Power	
21.	Nomination /Declaration of Engineer-in-Charge				
21.1	Contracts awarded by Corporate Office	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power in respect of contracts approved by him or lower authority	Full Power in respect of contracts approved by him or lower authority	
21.2	Contracts awarded by Projects/Regional Office	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power in respect of contracts	Full Power in respect of contracts	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
			awarded by him or lower authority	awarded by him or lower authority	
		DGM	Full Power in respect of contracts approved by himself or lower authority.	Full Power in respect of contracts approved by himself or lower authority.	
22.	Authorizing payments against Bills for works/ Supplies/ Goods/ Services/ Passing and releasing of payments by Finance Officers against Bills for works/ Supplies/ Goods/ Services				
22.1	Authorizing payments against Bills for works/ Supplies/ Goods/ Services (advance running/final Bills) within the terms and conditions of Contract.	Engineer – in-Charge/ Officer-in-charge/ Consignee [Amd # 18/2022]	Full Power	Full Power	
22.2	Passing and releasing of payment by Finance Officer against bills for works/ supply/ goods/ Services. (Advance/ Running/ Final Bill) within the terms and condition of contract and dully verified by EIC/Indenter (In case of absence of appropriate and higher level, next lower level shall exercise the power). [Amd # 4/2020]	Sr.Manager	Full Power	Full Power	
		Manager	₹1 Crore	₹1 Crore	
		Dy. Manager	₹20 Lakh	₹20 Lakh	
		Assistant Manager	₹10 Lakh	₹10 Lakh	
		Officer	₹5 Lakh	₹5 Lakh	
22.3	Passing and releasing of payments by Finance Officers against Bills/ Claims/ Salary of employees, routine establishment expenses	Any Executive of concerned Finance departme	Full Power	Full Power	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
	like Electricity bill/water bill/Telephone bill and any statutory payment etc.	nt			
23.	Approval for acquisition of materials and plant and tools from other PSUs/Government departments and vice-versa without adversely affecting/disrupting the Corporation works with adequate security in form of proper written undertaking.				
23.1	On hire charges basis	Director	₹1 Crore per annum	₹1 Crore per annum	
		ED/CGM	₹50 Lakh per annum	₹50 Lakh per annum	
		GM	₹25 Lakh per annum	₹25 Lakh per annum	
		DGM	₹6 Lakh per annum	₹6 Lakh per annum	
23.2	On replacement basis	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
24.	Power to hire equipment/Machinery from contractors/private agencies and vice-versa	Director	₹1 Crore per annum per project subject to aggregate of ₹2 Crore per annum.	₹50 Lakh per annum per project subject to aggregate of ₹1 Crore per annum.	
		ED/CGM	₹50 Lakh per annum per project subject to aggregate of ₹1 Crore per annum.	₹25 Lakh per annum per project subject to aggregate of ₹50 Lakh per annum.	
		GM	₹25 Lakh per annum.	₹15 Lakh per annum.	
25.	Acceptance of Bank Guarantees	HOD Procurement/ Contract/ concerned EIC if	The Bank Gurantees submitted by the Bidders/Contractors will be accepted by EIC, if already nominated. Till EIC is nominated, the bank		A 9.2, B 2.10.4 of PWP&P & C 46 of DOP Guidelines

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
		nominated	Guarantees will be accepted by the HOD inviting tenders.		
26.	Approval for encashment of Bank Guarantee.	Director	Full Power	Full Power	
		ED/CGM	Full Power	Full Power	
		GM	Full Power	Full Power	
		DGM	Full Power	Full Power	
27.	Termination/Foreclosure of contract	Director ED/CGM GM DGM	Full Power in respect of contracts awarded/ by himself or lower authority.	Full Power in respect of contracts awarded/ by himself or lower authority.	
28.	Signing of Contract.				
28.1	Contracts approved by Director and above	HOD Corporate Contract/HOD Project Contract (or their nominee not below the level of DGM)			
28.2	Contracts approved by ED/CGM/GM/HOD/HOP (not below GM)	HOD Corporate Contract/HOD Project Contract (or their nominee not below the level of Manager)			
28.3	Contracts approved by officers below HOD/HOP.	By award approving authority or their nominee not below the level of Dy. Manager.			
29.	Waiver for witnessing pre-dispatch inspection/testing of Plants/Equipment at Manufacturer's works (on shore/ off shore) as incorporated in the contract/detailed quality assurance plan. [Amd # 18/2022]	Director ED CGM HOP not below the rank of GM	Full Power to the Head of Quality Assurance &Inspection Department not below the rank of CGM/GM or HOP (not below the rank of GM) in consultation with the design/Indenting Department. and Quality Assurance	Full Power to the Head of Quality Assurance &Inspection Department not below the rank of CGM/GM or HOP (not below the rank of GM) in consultation with the design/ Indenting Department. and Quality	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
			Department	Assurance Department	
30.	Insurance including Marine Insurance, Open Transit Insurance policy, Insurance policy for Generating Plant, Material damage fire policy, Construction Plant & Machinery Policy, EAR/CAR policies, insurance of assets, employee group insurance etc. (excluding insurance of employee related matters which is covered under Clause 40 of section-II, company vehicle insurance which is Covered under Clause 14, Section-III administration). [Amd # 18/2022]				B 2.18 of PWP&P
30.1	Administrative approval of estimate [Amd # 18/2022]	GM	Full Power	Full Power	
30.2	Approval for award based on administrative approval vide No. 30.1 above.				
30.2.1	Open Tender[Amd # 18/2022]	GM	Full Power	Full Power	
30.2.2	Limited Tender[Amd # 18/2022]	GM	Full Power	Full Power	
30.2.3	Single Tender[Amd # 18/2022]	GM/HOP not below the rank of GM	Full Power	Full Power	
31.	Hiring of consultancy services.				B 2.19 of PWP&P
31.1	Accord of administrative and Technical approval for hiring of consultancy services.	Director	₹50 Lakh	₹50 Lakh	
		ED/CGM	₹20 Lakh	₹20 Lakh	
		GM	₹8 Lakh	₹8 Lakh	
31.2	Approval for award of consultancy contracts, after administrative/ technical approval under No. 31.1 above.				
31.2.1	Open Tender	Director	₹75 Lakh	₹75 Lakh	
		ED/CGM	₹35 Lakh	₹35 Lakh	
		GM	₹20 Lakh	₹20 Lakh	
31.2.2	Limited Tender	Director	₹40 Lakh	₹40 Lakh	
		ED/CGM	₹10 Lakh	₹10 Lakh	
		GM	₹5 Lakh	₹5 Lakh	
31.2.3	Single Tender in case of urgency/special circumstances.	Director	₹20 Lakh	₹20 Lakh	
		ED	₹4 Lakh	₹4 Lakh	
		CGM	₹2 Lakh	₹2 Lakh	
31.2.4	Obtaining consultancy services from Government Agencies, Autonomous Bodies controlled by Government, Government	Director	₹50 Lakh	₹50 Lakh	Clause No. C55(iv) of Guidelines for exercising the DOP as incorporated vide DOP Amendment
		ED/CGM	₹10 Lakh	₹10 Lakh	
		GM	₹5 Lakh	₹5 Lakh	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
	Universities/ Institutes, PSUs without call of tenders including advance payment either in full or part or payment in stages.				Order # 11/2021 shall not be applicable for Consultancy Services obtained under Clause 31.2.4 of Section – I of DOP [DOP Clarification # 1/2024)
32.	Hiring of Services of Private Security, House Keeping, Courier, Postal, R&T agent, OEM/OES etc.				i) The power delegated above shall be exercised adhering to WPP&P and is on the basis of open tender only. However in case of limited/single tender the mentioned power shall be reduced to 50% and 10% respectively. ii) The services to ex- servicemen organizations of the State Government for Security and Other Services can be awarded on single tender basis as per above delegation subject to approved manpower and budget. The manpower shall be approved by Director (Personnel) in consultation with CMD

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
32.1	Administrative Approval and sanction of estimate for hiring of				
32.1.1 (a)	Security Services or House Keeping Services	Director	Full Power	Full Power	
		ED/CGM	₹2Crore per annum per Project	₹2Crore per annum per Project	
		GM	₹1Crore per annum	₹1 Crore per annum	
32.1.2	Courier & Postal Services	Director	₹30 Lakh per annum	₹30 Lakh per annum	
		ED/CGM	₹20 Lakh per annum	₹20 Lakh per annum	
		GM	₹15 Lakh per annum	₹15 Lakh per annum	
32.1.3	Services from OEM/OES	Director	-	Full Power	
		ED/CGM	-	₹1 crore per annum.	
		GM	-	₹60Lakh per annum	
32.1.4	Procurement of services not covered elsewhere in DoP. [Amd # 5/2021 (Revised)]	Director	₹25 Crore per annum	₹15 Crore per annum	
		ED/ CGM	₹2 Crore per annum	₹2 Crore per annum	
		GM	₹1 Crore per annum	₹1 Crore per annum	
32.2	Approval of Award for hiring Services after Administrative Approval as per No. 32.1 above, Sr. no. 54.3 Section-III & elsewhere for [Amd # 18/2022]				
32.2.1	Security Services or House Keeping Services	Director	Full Power	Full Power	
		ED/CGM	₹1 Crore per annum per Project	₹1 Crore per annum per Project	
		GM	₹50Lakh per annum	₹50Lakh per annum	
32.2.2	Courier & Postal services and R&T agent [Amd # 18/2022]	Director	Full Power	Full Power	
		ED/CGM	₹20 Lakh per annum	₹20 Lakh per annum	
		GM	₹15Lakh per annum	₹15Lakh per annum	
32.2.3	Services from OEM/OES	Director	Full Power	Full Power	
		ED/CGM		₹50Lakh per annum	
		GM		₹30Lakh per annum	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
32.2.4	Procurement of services not covered elsewhere in DoP. [Amd # 5/2021 (Revised)]	Director	₹25 Crore per annum	₹15 Crore per annum	
		ED/ CGM	₹1 Crore per annum	₹1 Crore per annum	
		GM	₹50 Lakh per annum	₹50 Lakh per annum	
33.	Variation in Consultancy Contract	Director	Up to 20% of contract value.	Up to 20% of contract value.	
		ED/CGM	Up to 10% of contract value.	Up to 10% of contract value.	
		GM	Up to 5% of contract value.	Up to 5% of contract value.	
34.	Hiring of services of Surveyor/Valuer/Assessor etc.	Director	₹25 Lakh	₹25 Lakh	Administrative approval shall be given by authority one level above the approving authority as mentioned above, except for cases approving authority is ED/CGM and above.
		ED/CGM	₹15 Lakh	₹15 Lakh	
		GM	₹10 Lakh	₹10 Lakh	
35.	Extension of service contract hired vide No. 31, 32, 34 & 38 of Section-I. [Amd # 2/2020 & 18/2022]				B 2.13 of PWP&P i) If provision for extension of service contract exists in the contract and the same is approved by Competent Authority, all other terms relating to payment including that of escalation shall be in accordance with applicable
35.1	If provision for extension of service contract exists in the contract.	Director	Full Power	Full Power	
		ED/CGM	Full Power in respect of contracts approved by him or lower authority.	Full Power in respect of contracts approved by him or lower authority.	
		GM	Full Power in respect of contracts approved by him or lower authority.	Full Power in respect of contracts approved by him or lower authority.	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
35.2	If provision for extension of service contract does not exist in the contract or the specified time limit to which it can be extended has exhausted or likely to exhaust before another service contractor can move in.	Director	75% of original contract period but not exceeding 1 year.	75% of original contract period but not exceding 1 year.	provisions of contract and no separate approval thereof shall be required. In case, the specified time limit to which a service contract can be extended has exhausted or likely to exhaust before another service contractor can move in, extension of time shall be granted only under exigencies and due justification shall be recorded before extending the time period of service contract under No. 35.2. [Amd # 18/2022]
		ED/CGM	50% of original contract period but not exceeding 9 months	50% of original contract period but not exceeding 9 months	
		GM	25% of original contract period but not exceeding 6 months	25% of original contract period but not exceding 6 months	
36.	Development of vendors for spare parts etc.				i) Enquiry, selection, negotiation and placement of trial order, etc. shall be in accordance with the approved policy/guidelines issued from time to time.
36.1	Approval to issue advertisement/enquiry to one or more parties.	CGM/ GM	Full Power	Full Power	
36.2	Identification and selection of vendors based on No. 36.1 above or otherwise.	CGM	Full Power	Full Power	
		GM	Full Power	Full Power	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
					ii) In case vendors are selected by any means other than that given under No. 36.1 above, then in that case, reasons are to be recorded. Award of contracts shall be dealt as per relevant number of this section.
36.3	Nomination of committee for Evaluation & Negotiation with the vendors selected for issue of Trial/Development order. [Amd # 18/2022]	CGM/ GM	Full power	Full Power	
36.4	Approval of award of Trial/Development order as per negotiated terms. [Amd # 18/2022]	CGM/ GM	Full power	Full Power	
37.	Accord of administrative approval and technical approval/sanction of cost estimate for 37.1 to 37.6				Chapter A-7 of PWP&P & C 28 to 32 of DOP Guidelines
37.1	For Purchase of IT and Communication, networking system / equipment, photocopiers, fax machines, computer systems, PCs, work stations, internet facilities including related infrastructure, peripherals, expansion/ upgradation of hardware,etc.	Director	Full Power	Full Power	
		ED/CGM	₹2 Crore per annum	₹2 Crore per annum	
		GM	₹1 Crore per annum	₹1 Crore per annum	
		DGM	₹25 Lakh per annum	₹25 Lakh per annum	
37.2	Lease/Hire of IT and Communication, networking system /	Director	Full Power	Full Power	
		ED/CGM	₹50 Lakh per annum	₹50 Lakh per annum	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
	equipment, photocopiers, fax machines, computer systems, PCs, work stations, internet facilities including related infrastructure, peripherals, expansion/ upgradation of hardware, etc. IT and Communication equipment including related infrastructure, peripherals, software and networking etc.	GM	₹25 Lakh per annum	₹25 Lakh per annum	
37.3	Development & Procurement of all types of application software, system software (operating/ management/ security system, technical support. etc.) , upgradation of software packages, standard software and all services i.e. e-procurement, e-tendering, e-payment, etc. (as per procedure), Hosting of website, designing , redesigning and maintenance of website	Director	Full Power	Full Power	
		ED/CGM	₹50 Lakh per annum	₹50 Lakh per annum	
		GM	₹25 Lakh per annum	₹25 Lakh per annum	
		DGM	₹5 Lakh per annum	₹5 Lakh per annum	
37.4	Expenses/charges including renewal towards licenses, agreements, bandwidth, internet port, etc.	Director	Full Power	Full Power	
		ED/CGM	₹60 Lakh per annum	₹60 Lakh per annum	
		GM	₹50 Lakh per annum	₹50 Lakh per annum	
37.5	Repair, Maintenance and upkeep of all IT & C equipment including related infrastructure, peripherals, software and networking, etc. including/excluding	Director	Full Power	Full Power	
		ED/CGM	₹10 Lakh per annum	₹10 Lakh per annum	
		GM	₹5 Lakh per annum	₹5 Lakh per annum	
		DGM	₹1 Lakh per annum	₹1 Lakh per annum	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
	consumables. [Amd # 18/2022]				
37.6	AMC for Computers, all IT&C equipment, reprographic machines, CAD machines hardware and software, etc. including purchase of spares and consumables.	Director	Full Power	Full Power	
		ED/CGM	₹30 Lakh per annum	₹30 Lakh per annum	
		GM	₹20 Lakh per annum	₹20 Lakh per annum	
		DGM	₹10 Lakh per annum	₹10 Lakh per annum	
38.	Approval for award of contracts against tender invited				Chapter A-8 and A-9 of PWP&P & C 28 to 52 of DOP Guidelines i) Tender documents shall be got approved from award approving authority. In case of approval of award falls within the competency of ECOD/BOD, the same shall be approved by CMD. ii) The delegation at No.9 for repeat order shall be applicable only in cases where the procurement of IT system can be classified as procurement of goods. iii) Award approving authority shall have powers to approve deviation upto 10% of the value of award in each case, beyond which

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
					approval of next higher authority shall be obtained with every authority having powers limited to 10% of the power prescribed against open tender.
38.1	Vide No. 37.1 above				
38.1.1	Open tender	Director	₹5 Crore per annum	₹5 Crore per annum	
		ED/CGM	₹2 Crore per annum	₹2 Crore per annum	
		GM	₹1 Crore per annum	₹1 Crore per annum	
		DGM	₹30 Lakh per annum	₹30 Lakh per annum	
38.1.2	Limited Tender	Director	₹2.5 Crore per annum	₹2.5 Crore per annum	
		ED/CGM	₹1 Crore per annum	₹1 Crore per annum	
		GM	₹50 Lakh per annum	₹50 lakh per annum	
		DGM	₹15 Lakh per annum	₹15 Lakh per annum	
38.1.3	Single tender from OEMS /OES / PSU / Government Department. [Amd # 18/2022]	Director	₹2.5 Crore per annum	₹2.5 Crore per annum	i) In case, it is decided to purchase certain items from one particular source owing to design, stocking or spares consideration, then 50% of the powers under No. 38.1.3, 38.2.3 and 38.3.3 as the case may be, shall be applicable. [Amd # 18/2022]
		ED/CGM	₹1 Crore per annum	₹1 Crore per annum	
		GM	₹50 Lakh per annum	₹50 Lakh per annum	
		DGM	₹10 Lakh per annum	₹10 Lakh per annum	
38.1.4	Single tender on grounds of urgency	Director	₹1 Crore per annum	₹1 Crore per annum	
		ED/CGM	₹50 Lakh per annum	₹50 Lakh per annum	
		GM	₹25 Lakh per annum	₹25 Lakh per annum	
38.2	Vide No. 37.2 and 37.3 above				
38.2.1	Open Tender	Director	₹2 Crore	₹2 Crore per	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
			per annum	annum	
		ED/CGM	₹50 Lakh per annum	₹50 Lakh per annum	
		GM	₹25 Lakh per annum	₹25 Lakh per annum	
		DGM	₹7 Lakh per annum	₹7 Lakh per annum	
38.2.2	Limited Tender	Director	₹1 Crore per annum	₹1 Crore per annum	-Do-
		ED/CGM	₹25 Lakh per annum	₹25 Lakh per annum	
		GM	₹12 Lakh per annum	₹12 Lakh per annum	
		DGM	₹5 Lakh per annum	₹5 Lakh per annum	
38.2.3	Single tender from OEMS /OES / PSU / Government Department	Director	₹1 Crore per annum	₹1 Crore per annum	
		ED/CGM	₹25 Lakh per annum	₹25 Lakh per annum	
		GM	₹12 Lakh per annum	₹12 Lakh per annum	
		DGM	₹2 Lakh per annum	₹2 Lakh per annum	
38.2.4	Single tender on grounds of urgency	Director	₹50 lakh per annum	₹50 lakh per annum	-Do-
		ED/CGM	₹12 Lakh per annum	₹12 Lakh per annum	
		GM	₹5 Lakh per annum	₹5 Lakh per annum	
38.3	Vide No. 37.4 to 37.6 above				
38.3.1	Open Tender	Director	₹2 Crore per annum	₹2 Crore per annum	
		ED/CGM	₹60 Lakh per annum	₹60 Lakh per annum	
		GM	₹50 Lakh per annum	₹50 Lakh per annum	
		DGM	₹7 Lakh per annum	₹7 Lakh per annum	
		Sr. Manager	₹5 Lakh per annum	₹5 Lakh per annum	
38.3.2	Limited Tender	Director	₹1 Crore per annum	₹1 Crore per annum	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
		ED/CGM	₹30 Lakh per annum	₹30 Lakh per annum	
		GM	₹25 Lakh per annum	₹25 Lakh per annum	
		DGM	₹3 Lakh per annum	₹3 Lakh per annum	
		Sr.Manager	₹2 Lakh per annum	₹2 Lakh per annum	
38.3.3	Single tender from OEMS /OES / PSU / Government Department	Director	₹1 crore per annum	₹1 crore per annum	
		ED/CGM	₹30 Lakh per annum	₹30 Lakh per annum	
		GM	₹25 Lakh per annum	₹25 Lakh per annum	
		DGM	₹3 Lakh per annum	₹3 Lakh per annum	
		Sr.Manager	₹2 Lakh per annum	₹2 Lakh per annum	
38.3.4	Single tender on grounds of urgency	Director	₹50 Lakh per annum	₹50 Lakh per annum	
		ED/CGM	₹15 Lakh per annum	₹15 Lakh per annum	
		GM	₹12 Lakh per annum	₹12 Lakh per annum	
39	Approval for acceptance of recommendation of IE (Part/Full) for settlement of dispute and Payment thereof to the Contractor ***[Ref. DOP Amd # 30/2024, 34/2024 and 40/2025]***	Director in Charge	Upto ₹ 5 Crore	Upto ₹ 5 Crore	1. Working Committee for handling of Disputes shall consist of HOD (CCD/ECD), Head (ADR Cell), HOD (F&A), HOP and Head Legal Cell at CHQ. This Committee shall also analyse and submit its recommendatio
		Working Committee for handling of Disputes	Upto ₹ 2 Crore	Upto ₹ 2 Crore	
		Head of Project	Upto ₹ 1 Crore	Upto ₹ 1 Crore	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
					ns in respect of cases falling in the competency of Concerned Director, CMD, ECOD and/or BOD. In case an officer is on leave, the next Senior Most Officer of the relevant deptt. can be Co-opted in the Committee. 2. Financial Limits mentioned above are for the Final amount as per the decision / award / arrived at after negotiation including interest, litigation cost, and any other cost. 4. The above powers shall be applicable on cumulative basis for respective Contract. 5. The Competent

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
					Authority for non-acceptance of decision/recommendation of CCIE/IE shall be the same authority as competent to accept the decision/recommendation of CCIE/IE. 6. All proposals requiring approval at a level higher than HOP, shall be submitted to the Working Committee by concerned HOP. 7. Financial concurrence in accordance with the DoP, shall be applicable.
40	Approval for acceptance of recommendations of CCIE (Part/Full) for settlement of dispute and Payment thereof to the Contractor ***[Ref. DOP Amd # 40/2025]***	Director in Charge	Upto ₹10 Crore	Upto ₹10 Crore	Remarks specified for clause 39 are also applicable for this clause.
		Working Committee for handling of Disputes	Upto ₹3 Crore	Upto ₹3 Crore	

No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power		Reference / Remarks
			Development Stage	O & M Stage	
		Head of Project	Upto ₹1.5 Crore	Upto ₹1.5 Crore	

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Delegation of Powers

Section-II

Delegation of Powers - HR Functions

SECTION – II

DELEGATION OF POWERS –HR FUNCTIONS

Supplementary guidelines for operating powers under this section:

1) These guidelines are supplementary and complementary to the guidelines stipulated under the chapter-"Guidelines for exercising the Delegation of Powers" and these shall be read as a whole.

2) Designations affixed with (HR) means that the executive of HR department of that rank or above will exercise the power mentioned against that except where work allocation demands exercising such powers by other departments. All other powers shall be exercised by concerned department at their respective locations/offices.

3) Powers related to appointment and operation of posts, recruitment, source/ mode of recruitment, matters related to promotions, constitution of DPCs etc., will be exercised in consultation with CMD.

4) All the powers delegated are subject to observance of policies, rules, regulations, procedure and guidelines of SJVN as may be issued from time to time.

5) After approval by Competent Authority, the orders in respect of all the items covered in this section shall be issued by an executive of HR Department . Where HR executive is not posted, the orders shall be issued by an executive authorized by Station Head/ HOP or by concerned Station Head/ HOP/ In – Charge of Project or Office.

6) The expression "Full Power" is subject to the powers delegated to CMD by the Board of Directors and in no case, the Full Power will exceed the powers of CMD.

7) Appointing Authority for the purpose of this Section will be -
For all posts up to E 7 level- D(P)
For all non-executive posts- CGM(HR), Corporate Head Quarters (CHQ)

SECTION – II

DELEGATION OF POWERS – PERSONNEL/ HR FUNCTIONS

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
1.	Sanction/ abolition/ Operation/ Re-appropriation of posts for recruitment / promotion / Up-gradation / re-designation.	D(P)	Full Power (Up to E7)
		CGM (HR), CHQ	Full Power (Non-Executives)
2.	Constitution of Selection Boards/ DPC/ Committees for recruitment/ Up-gradation/ absorption / re-designation and to approve panel recommended by such Boards / Committee for appointment / promotion / absorption/ Up-gradation/Re-designation.	D (P)	Full Power (Up to-E7)
		CGM (HR) , CHQ	Full Power in respect of Non - Executives
		HOP	Full Power in case of non-executives for promotions within cluster
3.	Approval of text for release of advertisement / notification to Employment Exchanges for recruitment.	D (P)	Full Power
		CGM(HR), CHQ	Full power for notifications to Employment Exchanges/Special Exchanges where the recruitment and advertisement have been approved by D(P)
4.	To approve source/mode of recruitment	D (P)	Full Power Up to E7
5.	Approval of list of Candidates to be called for interview for recruitment	Appointing Authority	Full Power
6.	Extension of time for joining the post on initial appointment	Appointing Authority	Full Power
7.	Constitution of Medical Board for medical examination of new appointees/ employees.	D (P)	Full Power for Executives
		HOD(HR), CHQ	Full Power for Non Executives
8.	Closure of Selection Panel.	D (P)	Full Power Up to E7

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
		CGM (HR), CHQ	Full Power for Non-Executives
9.	Acceptance of resignation including waiver of notice period against resignation.	Appointing Authority	Full Power
10.1	Termination of service on account of unsatisfactory performance during the period of probation on initial appointment.	Appointing Authority	Full Power
10.2	Termination of Service as per Service Rules / Conduct, Discipline & Appeal Rules	Appointing Authority	Full Power
Remarks for No.10: i) Power in respect of executives shall be exercised in consultation with functional Director.			
11.	Approval for satisfactory completion of probation on initial appointment or promotion on the recommendation of HOD.	D(P)	Full Power Up to E6
		CGM(HR)	Full Power Up to E3
		HOP / Station Head of the rank of GM	Full power for Non -Executives
12.	Extension of probation period on the recommendation of functional director.	D(P)	Full Power
		CGM (HR)	Full Power upto E4
		HOP / Station Head of the rank of GM	Full power for Non -Executives
13.1	Fixation of pay on appointment or on deputation (Pay fixation to be done in consultation with Finance dept.)	HOD(HR) at CHQ	Full Power
		HOD(HR) at Projects	Full Power for non -executives.
13.2	Review of terms on appointment or on deputation in consultation with CMD	D(P)	Full Power up to E7
14.	Giving service weightage on initial recruitment or on absorption on the recommendations of the interview/ selection committee.	D(P)	Full Power up to E7 level
		CGM (HR) CHQ	Full Power for Non-Executives
15.1	Sanction of expenditure including advance payment for test/interview venues, TA to candidates attending interviews/ written test/ trade test and all other recruitment related expenditure	Sectional Head (Recruitment) not below GM at CHQ	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
15.2	Payment of honoraria at the rates notified under SJVN Scheme for Payment of Honorarium. [Amd # 14/2022]	Sr. Manager(HR)	Full Power
16.	Sanction of leave salary advance up to one month's pay as per rules when proceeding on leave for more than 30 days.	DGM	Full Power (including their own)
		Sr. Manager	Full Power (in respect of employees working under them)
17.	Sanction of Leave encashment in respect of employees working under them.	Leave Sanctioning Authority	Full Power
18.	Sanction of fixed monthly conveyance reimbursement on the recommendations of concerned HOD	Sr. Manager(HR)	Full Power (Including their own)
19.	Sanction of Leave Travel Concession subject to admissibility and countersigning of LTC Claims Bills for employees working under them.	Sr. Manager	Full Power (Including their own)
20.	Sanction of loans and advances, within rules and guidelines, as per eligibility and within budget provision and verification by Finance		
20.1	i. Car ii. Scooter/Motor Cycle iii. HBA iv. Supplementary advance within House Building Advance entitlement for furnishing of house purchased/ constructed or for enlargement of living accommodation in an existing house. v. Children Education Loan vi. Any other loan/advance	DGM(HR)	Full Power
20.2	Relaxation of time limit for HBA recovery	HOD(HR), CHQ	Full Power
21.	Sanction of leave for employees working under them including trainees.		

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
21.1	CL/ EL /Medical /HPL / Paternity Leave / Maternity Leave / Child Adoption Leave	Reporting Officer as is being considered under PMS/ AAR minimum of the level of E3	Full Power
21.2	EOL	D(P)	Full Power
		HOD at CHQ/ HOP/ Station Head	Full power (for employees working under them) for period not exceeding 30 days (20 for trainees)
Remarks for No.21.2: i) Powers to be exercised on recommendation of functional Director for period exceeding 30 days			
21.3	Sanction of child care leave on the recommendation of concerned HOD.	D(P)	Full power
		HOD(HR) at CHQ/ HOP/ Station Head	Up to 6 months for employees up to E5
22.	To accord permission for delivery of lectures in seminars, functioning as faculty members/selection committee member in an outside organization, etc. and acceptance of honorarium with or without financial liability to the company.	D(P)	Full Power upto E7 level
Remarks for No. 22: i) Intimation to be given to functional and administrative Director.			
23.	To accord sanction for payment of fees / honoraria for delivering lectures, preparation of study material etc., for outside / internal faculty.	D(P)	Full Power
24.	Deputing non-executives/trainees / apprentices for specialized training in India as per Training Programmes approved by D(P).	Head (Trg. & HRD) not below DGM at CHQ	Full Power
25.	Approval for forwarding of application for outside employment as per rules after	DGM(HR) at CHQ	Full Power
		HOP/Station Head	Full Power for

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	processing by HR department.		Non- executives
26.	Extension of training period of Trainees.	Appointing Authority	Full Power
27.	Transfer of bond in case of trainees within approved policy.	D(P)	Full Power
28.	Approval for the cost of training recoverable from trainees/ employees in terms of service agreement bond. The expenses incurred to be certified by Finance Department and Corporate Training Department by officers not below the rank of Senior Manager.	HOD (HR), CHQ	Full Power
29.	Sponsoring employees for higher studies in India at Company cost as per approved policy.	D(P) in consultation with CMD	Full Power
30.	Grant of study leave without pay and allowances for studies as per approved policy.	D(P) in consultation with CMD	Full Power
31.2	Approval for Institutional membership by SJVN for professional institutions for		
	a) Indian Institutes like CBIP, INHA, SCOPE, etc.	D(P)	Full Power
	b) Foreign Institutions	D(P) in consultation with CMD	Full Power
32.	Incentive for learning of official language (Hindi scheme)	D(P)	Full Power
33.	Conducting/ Sponsoring / Deputing employees for training/ workshop/ conference/ study tour/ seminar etc.	D(P)	Full Power for trainings within India upto E7 level.
		Station Head /HOP	Full Power for conducting trainings/ workshops/ seminars at their station or project location
34.	To accord permission for taking courses of studies/ appearing in examination/	Head (Establishment)	Full Power up to E7 level.

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	attending classes outside office hours subject to the same not affecting the execution of work on the recommendations of concerned HOD.	at CHQ	
		HOP/ Station Head	Full Power up to E7 level.
35.	Transfer of Executives and Non-Executives		
35.1	Transfer between Corporate Office/ Projects/ Offices of SJVN within or outside India or within Corporate Office. *[Deleted vide Amd # 12/2021 & reinstated in modified form vide Amd # 29/2024 and deleted again vide Amd # 31/2024]*	Deleted vide Amd # 31/2024 due to administrative reasons with a clarification that henceforth all transfers between Corporate Office / Projects / Offices of SJVN within or outside India or within Corporate Office will be done only with the approval of CMD.	
35.2	Allocation of work within Regional Office/ Project area/ non-Project office of SJVN from one Department to another at same station. Case to be processed by concerned HR department.	Station Head /HOP	Full Power for Employees working under them
35.3	Transfer from one station to another within Project Area. Case to be processed by concerned HR department.	HOP	Full power up to E5
36.	To permit undertaking of outside assignments by SJVN employees/ departments/ projects on behalf of SJVN.	D(P) in consultation with CMD	Full Power up to E7 level.
37.	Permission for retaining Company accommodation within the approved policy		
37.1	Beyond Academic Session up to two years	D(P)	Full Power
37.2	Up to the end of Academic Session	CGM(HR) /HOP / Station Head	Full Power
38.	Transfer of Loan liability under the rules	D(P)	Full Power
39.	Approval for change of Home Town for purpose of Leave Travel Concession.	DGM(HR)	Full Power
40.	Insurance of employee related matters as per approved policy regarding conveyance / advance / Group insurance, Directors' and Officers' Liability insurance etc. including approval of Premium.	DGM (HR) at CHQ	Full Power
41.	Sanction of Tours for Executives and Non-executives		

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
41.1	Sanction of tours within India in respect of employees working under them. Monthly Report on tours to be submitted to Functional Director. *[Also refer DOP Sub-Delegation Orders # 11/2024 & DOP Amendment Order # 37/2025 regarding temporary sub-delegation of powers until the appointment of a regular CMD.]*	Director-In-Charge of the Department/ Project	Full Power except HODs at CHQ/ EDs/ Station Heads/ HOPs/ CGMs
		ED	Full Power except for CGMs/ HOPs/ Station Heads/ and HODs at CHQ
		CGM/ HOP	Full Power in respect of employees working under them up to E6 level.
		HOD/Sectional Head at CHQ (not below the rank of GM)	Full Power in respect of employees working under them up to E6 Level.
		HOD at Project (not below the rank of Sr. Manager)	Full Power Up to E4
41.2	Advance of TA and countersigning of TA claims in respect of employees working under them for approved tours.	GM	Full Power (including their own)
		DGM	Full Power
41.3	To authorise staff and officials working under them to travel and/or by class/ mode/ accommodation, which is higher than entitlement under TA rules. [Amd # 18/2022 & 20/2023]	Director-In-Charge of Project/ Department	Full Power
		CGM/ HOP/ Station Head	Except travel by air / accommo-dation and Monthly report to be sent to Administrative director

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
41.4	Sanction of expenditure on cancellation of Rail/ Air/ Bus tickets in respect of employees working under them	GM	Full Power
41.5	Sanction of expenditure on cost of ticket for journey not performed in respect of employees working under them including self	Tour approving authority	Full Power
42.	Matter related to reimbursement of medical expenses		
42.1	Countersigning of medical bills for employees working under them		
	i. Within normal rules	GM	Full Power (Including their own)
		DGM	Full Power for bills of employees working under them
		Sr. Manager	Bills of employees working under them up to E5 level.
		Manager	Bills of employees working under them up to E4 Level
		Deputy Manager	Bills of Non-Executive(s) working under them
	ii. In relaxation to normal rules	Director (P)	₹ 2 Lakh in each case
	iii. Approval for availing IVF treatment. [Amd # 28/2024]	Director (P) on the recommendations of Standing Committee	Full Power
Remarks for No. 42.1: i) In case of relaxation to normal rules, the approval shall be accorded on the basis of recommendations by a standing committee with members from HR and medical			
42.2	Sanction of medical advance subject to its	HOD at CHQ/	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	adjustment against reimbursement to the employees as per rules and entitlement of the employees.	HOP/ Station Head	
42.3	Empanelment of Hospitals for medical treatment of employees and their dependants	D(P)	Full power
42.4	Revision of Schedule of charges of empanelled hospitals	HOD (HR), CHQ	Full power
43.	Acceptance /execution of legal documents for and on behalf of the corporation like deeds, bonds, agreements in respect of personal advance like conveyance, computer, HBA, lease deeds for residential accommodation after due legal vetting	Deputy Manager (HR) of establishment section of CHQ/Project and Non- project office	Full Power

अधिकारों का प्रत्यायोजन

Delegation of Powers

Section-II

Delegation of Powers - HR Functions

SECTION – II

DELEGATION OF POWERS –HR FUNCTIONS

Supplementary guidelines for operating powers under this section:

1) These guidelines are supplementary and complementary to the guidelines stipulated under the chapter-"Guidelines for exercising the Delegation of Powers" and these shall be read as a whole.

2) Designations affixed with (HR) means that the executive of HR department of that rank or above will exercise the power mentioned against that except where work allocation demands exercising such powers by other departments. All other powers shall be exercised by concerned department at their respective locations/offices.

3) Powers related to appointment and operation of posts, recruitment, source/ mode of recruitment, matters related to promotions, constitution of DPCs etc., will be exercised in consultation with CMD.

4) All the powers delegated are subject to observance of policies, rules, regulations, procedure and guidelines of SJVN as may be issued from time to time.

5) After approval by Competent Authority, the orders in respect of all the items covered in this section shall be issued by an executive of HR Department . Where HR executive is not posted, the orders shall be issued by an executive authorized by Station Head/ HOP or by concerned Station Head/ HOP/ In – Charge of Project or Office.

6) The expression "Full Power" is subject to the powers delegated to CMD by the Board of Directors and in no case, the Full Power will exceed the powers of CMD.

7) Appointing Authority for the purpose of this Section will be -
For all posts up to E 7 level- D(P)
For all non-executive posts- CGM(HR), Corporate Head Quarters (CHQ)

SECTION – II

DELEGATION OF POWERS – PERSONNEL/ HR FUNCTIONS

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
1.	Sanction/ abolition/ Operation/ Re-appropriation of posts for recruitment / promotion / Up-gradation / re-designation.	D(P)	Full Power (Up to E7)
		CGM (HR), CHQ	Full Power (Non-Executives)
2.	Constitution of Selection Boards/ DPC/ Committees for recruitment/ Up-gradation/ absorption / re-designation and to approve panel recommended by such Boards / Committee for appointment / promotion / absorption/ Up-gradation/Re-designation.	D (P)	Full Power (Up to-E7)
		CGM (HR) , CHQ	Full Power in respect of Non - Executives
		HOP	Full Power in case of non-executives for promotions within cluster
3.	Approval of text for release of advertisement / notification to Employment Exchanges for recruitment.	D (P)	Full Power
		CGM(HR), CHQ	Full power for notifications to Employment Exchanges/Special Exchanges where the recruitment and advertisement have been approved by D(P)
4.	To approve source/mode of recruitment	D (P)	Full Power Up to E7
5.	Approval of list of Candidates to be called for interview for recruitment	Appointing Authority	Full Power
6.	Extension of time for joining the post on initial appointment	Appointing Authority	Full Power
7.	Constitution of Medical Board for medical examination of new appointees/ employees.	D (P)	Full Power for Executives
		HOD(HR), CHQ	Full Power for Non Executives
8.	Closure of Selection Panel.	D (P)	Full Power Up to E7

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
		CGM (HR), CHQ	Full Power for Non-Executives
9.	Acceptance of resignation including waiver of notice period against resignation.	Appointing Authority	Full Power
10.1	Termination of service on account of unsatisfactory performance during the period of probation on initial appointment.	Appointing Authority	Full Power
10.2	Termination of Service as per Service Rules / Conduct, Discipline & Appeal Rules	Appointing Authority	Full Power
Remarks for No.10: i) Power in respect of executives shall be exercised in consultation with functional Director.			
11.	Approval for satisfactory completion of probation on initial appointment or promotion on the recommendation of HOD.	D(P)	Full Power Up to E6
		CGM(HR)	Full Power Up to E3
		HOP / Station Head of the rank of GM	Full power for Non -Executives
12.	Extension of probation period on the recommendation of functional director.	D(P)	Full Power
		CGM (HR)	Full Power upto E4
		HOP / Station Head of the rank of GM	Full power for Non -Executives
13.1	Fixation of pay on appointment or on deputation (Pay fixation to be done in consultation with Finance dept.)	HOD(HR) at CHQ	Full Power
		HOD(HR) at Projects	Full Power for non -executives.
13.2	Review of terms on appointment or on deputation in consultation with CMD	D(P)	Full Power up to E7
14.	Giving service weightage on initial recruitment or on absorption on the recommendations of the interview/ selection committee.	D(P)	Full Power up to E7 level
		CGM (HR) CHQ	Full Power for Non-Executives
15.1	Sanction of expenditure including advance payment for test/interview venues, TA to candidates attending interviews/ written test/ trade test and all other recruitment related expenditure	Sectional Head (Recruitment) not below GM at CHQ	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
15.2	Payment of honoraria at the rates notified under SJVN Scheme for Payment of Honorarium. [Amd # 14/2022]	Sr. Manager(HR)	Full Power
16.	Sanction of leave salary advance up to one month's pay as per rules when proceeding on leave for more than 30 days.	DGM	Full Power (including their own)
		Sr. Manager	Full Power (in respect of employees working under them)
17.	Sanction of Leave encashment in respect of employees working under them.	Leave Sanctioning Authority	Full Power
18.	Sanction of fixed monthly conveyance reimbursement on the recommendations of concerned HOD	Sr. Manager(HR)	Full Power (Including their own)
19.	Sanction of Leave Travel Concession subject to admissibility and countersigning of LTC Claims Bills for employees working under them.	Sr. Manager	Full Power (Including their own)
20.	Sanction of loans and advances, within rules and guidelines, as per eligibility and within budget provision and verification by Finance		
20.1	i. Car ii. Scooter/Motor Cycle iii. HBA iv. Supplementary advance within House Building Advance entitlement for furnishing of house purchased/ constructed or for enlargement of living accommodation in an existing house. v. Children Education Loan vi. Any other loan/advance	DGM(HR)	Full Power
20.2	Relaxation of time limit for HBA recovery	HOD(HR), CHQ	Full Power
21.	Sanction of leave for employees working under them including trainees.		

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
21.1	CL/ EL /Medical /HPL / Paternity Leave / Maternity Leave / Child Adoption Leave	Reporting Officer as is being considered under PMS/ AAR minimum of the level of E3	Full Power
21.2	EOL	D(P)	Full Power
		HOD at CHQ/ HOP/ Station Head	Full power (for employees working under them) for period not exceeding 30 days (20 for trainees)
Remarks for No.21.2: i) Powers to be exercised on recommendation of functional Director for period exceeding 30 days			
21.3	Sanction of child care leave on the recommendation of concerned HOD.	D(P)	Full power
		HOD(HR) at CHQ/ HOP/ Station Head	Up to 6 months for employees up to E5
22.	To accord permission for delivery of lectures in seminars, functioning as faculty members/selection committee member in an outside organization, etc. and acceptance of honorarium with or without financial liability to the company.	D(P)	Full Power upto E7 level
Remarks for No. 22: i) Intimation to be given to functional and administrative Director.			
23.	To accord sanction for payment of fees / honoraria for delivering lectures, preparation of study material etc., for outside / internal faculty.	D(P)	Full Power
24.	Deputing non-executives/trainees / apprentices for specialized training in India as per Training Programmes approved by D(P).	Head (Trg. & HRD) not below DGM at CHQ	Full Power
25.	Approval for forwarding of application for outside employment as per rules after	DGM(HR) at CHQ	Full Power
		HOP/Station Head	Full Power for

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	processing by HR department.		Non- executives
26.	Extension of training period of Trainees.	Appointing Authority	Full Power
27.	Transfer of bond in case of trainees within approved policy.	D(P)	Full Power
28.	Approval for the cost of training recoverable from trainees/ employees in terms of service agreement bond. The expenses incurred to be certified by Finance Department and Corporate Training Department by officers not below the rank of Senior Manager.	HOD (HR), CHQ	Full Power
29.	Sponsoring employees for higher studies in India at Company cost as per approved policy.	D(P) in consultation with CMD	Full Power
30.	Grant of study leave without pay and allowances for studies as per approved policy.	D(P) in consultation with CMD	Full Power
31.2	Approval for Institutional membership by SJVN for professional institutions for		
	a) Indian Institutes like CBIP, INHA, SCOPE, etc.	D(P)	Full Power
	b) Foreign Institutions	D(P) in consultation with CMD	Full Power
32.	Incentive for learning of official language (Hindi scheme)	D(P)	Full Power
33.	Conducting/ Sponsoring / Deputing employees for training/ workshop/ conference/ study tour/ seminar etc.	D(P)	Full Power for trainings within India upto E7 level.
		Station Head /HOP	Full Power for conducting trainings/ workshops/ seminars at their station or project location
34.	To accord permission for taking courses of studies/ appearing in examination/	Head (Establishment)	Full Power up to E7 level.

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	attending classes outside office hours subject to the same not affecting the execution of work on the recommendations of concerned HOD.	at CHQ	
		HOP/ Station Head	Full Power up to E7 level.
35.	Transfer of Executives and Non-Executives		
35.1	Transfer between Corporate Office/ Projects/ Offices of SJVN within or outside India or within Corporate Office. *[Deleted vide Amd # 12/2021 & reinstated in modified form vide Amd # 29/2024 and deleted again vide Amd # 31/2024]*	Deleted vide Amd # 31/2024 due to administrative reasons with a clarification that henceforth all transfers between Corporate Office / Projects / Offices of SJVN within or outside India or within Corporate Office will be done only with the approval of CMD.	
35.2	Allocation of work within Regional Office/ Project area/ non-Project office of SJVN from one Department to another at same station. Case to be processed by concerned HR department.	Station Head /HOP	Full Power for Employees working under them
35.3	Transfer from one station to another within Project Area. Case to be processed by concerned HR department.	HOP	Full power up to E5
36.	To permit undertaking of outside assignments by SJVN employees/ departments/ projects on behalf of SJVN.	D(P) in consultation with CMD	Full Power up to E7 level.
37.	Permission for retaining Company accommodation within the approved policy		
37.1	Beyond Academic Session up to two years	D(P)	Full Power
37.2	Up to the end of Academic Session	CGM(HR) /HOP / Station Head	Full Power
38.	Transfer of Loan liability under the rules	D(P)	Full Power
39.	Approval for change of Home Town for purpose of Leave Travel Concession.	DGM(HR)	Full Power
40.	Insurance of employee related matters as per approved policy regarding conveyance / advance / Group insurance, Directors' and Officers' Liability insurance etc. including approval of Premium.	DGM (HR) at CHQ	Full Power
41.	Sanction of Tours for Executives and Non-executives		

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
41.1	Sanction of tours within India in respect of employees working under them. Monthly Report on tours to be submitted to Functional Director. *[Also refer DOP Sub-Delegation Orders # 11/2024 & DOP Amendment Order # 37/2025 regarding temporary sub-delegation of powers until the appointment of a regular CMD.]*	Director-In-Charge of the Department/ Project	Full Power except HODs at CHQ/ EDs/ Station Heads/ HOPs/ CGMs
		ED	Full Power except for CGMs/ HOPs/ Station Heads/ and HODs at CHQ
		CGM/ HOP	Full Power in respect of employees working under them up to E6 level.
		HOD/Sectional Head at CHQ (not below the rank of GM)	Full Power in respect of employees working under them up to E6 Level.
		HOD at Project (not below the rank of Sr. Manager)	Full Power Up to E4
41.2	Advance of TA and countersigning of TA claims in respect of employees working under them for approved tours.	GM	Full Power (including their own)
		DGM	Full Power
41.3	To authorise staff and officials working under them to travel and/or by class/ mode/ accommodation, which is higher than entitlement under TA rules. [Amd # 18/2022 & 20/2023]	Director-In-Charge of Project/ Department	Full Power
		CGM/ HOP/ Station Head	Except travel by air / accommo-dation and Monthly report to be sent to Administrative director

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
41.4	Sanction of expenditure on cancellation of Rail/ Air/ Bus tickets in respect of employees working under them	GM	Full Power
41.5	Sanction of expenditure on cost of ticket for journey not performed in respect of employees working under them including self	Tour approving authority	Full Power
42.	Matter related to reimbursement of medical expenses		
42.1	Countersigning of medical bills for employees working under them		
	i. Within normal rules	GM	Full Power (Including their own)
		DGM	Full Power for bills of employees working under them
		Sr. Manager	Bills of employees working under them up to E5 level.
		Manager	Bills of employees working under them up to E4 Level
		Deputy Manager	Bills of Non-Executive(s) working under them
	ii. In relaxation to normal rules	Director (P)	₹ 2 Lakh in each case
	iii. Approval for availing IVF treatment. [Amd # 28/2024]	Director (P) on the recommendations of Standing Committee	Full Power
Remarks for No. 42.1: i) In case of relaxation to normal rules, the approval shall be accorded on the basis of recommendations by a standing committee with members from HR and medical			
42.2	Sanction of medical advance subject to its	HOD at CHQ/	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	adjustment against reimbursement to the employees as per rules and entitlement of the employees.	HOP/ Station Head	
42.3	Empanelment of Hospitals for medical treatment of employees and their dependants	D(P)	Full power
42.4	Revision of Schedule of charges of empanelled hospitals	HOD (HR), CHQ	Full power
43.	Acceptance /execution of legal documents for and on behalf of the corporation like deeds, bonds, agreements in respect of personal advance like conveyance, computer, HBA, lease deeds for residential accommodation after due legal vetting	Deputy Manager (HR) of establishment section of CHQ/Project and Non- project office	Full Power

अधिकारों का प्रत्यायोजन

Delegation of Powers

Section-III

Delegation of Powers - Administrative Functions

SECTION - III

DELEGATION OF POWERS-ADMINISTRATIVE FUNCTIONS

Supplementary Guidelines for operating powers under this section:

1. These guidelines are supplementary and complementary to the guidelines stipulated under the chapter-"Guidelines for exercising the Delegation of Powers" and these shall be read as a whole.
2. Designations affixed with (HR) means that the executive of HR department of that rank or above will exercise the power mentioned against that except where work allocation demands exercising such powers by other departments.
3. Heads of Regional Offices, Co-ordination offices, liaison offices, other non-project offices (here-in-after referred as "Station Heads") and Head of Projects will exercise administrative powers as delegated to their equivalent levels of Human Resource department, except where the powers are mentioned to be exercised by Corporate HR department.
4. In case executive of HR Department is not posted at the Project site/ Regional Offices/ Coordination Offices/ Liaison Offices/Non- Project Offices, HOP/ Station Head / In-charge of Project/ non-Project Office may exercise power himself or assign function to an executive of other departments who will exercise powers meant for the executives of HR department of equivalent level.
5. Where designation is not affixed with (HR), such powers shall be exercised by concerned department/ office at their respective location/ offices.
6. All the power delegated are subject to observance of policies, rules, regulations, procedures and guidelines of Corporation as may be issued from time to time.
7. In case of procurement of works and goods, the powers mentioned herein are for administrative approval. After administrative approval, the procedure and further approval for procurement of works and goods and its award will be as per powers delegated for O&M stage under Section-I.
8. At Corporate Office, the executives of equivalent level of Corporate Facility Management Department (CFMD) will exercise all the powers delegated to HR department, in respect of all the aspects they are made responsible.
9. The expression "Full Power" is subject to the powers delegated to CMD by the Board of Directors and in no case, the Full Power will exceed the powers of CMD.
10. The abbreviation 'CHQ' refers to Corporate Headquarters, Shimla.
11. Wherever per annum ceilings have been defined in 'Extent of Power', each sanctioning officer shall maintain proper record and accounts of the amounts sanctioned by them under each clause.

SECTION - III

DELEGATION OF POWERS-ADMINISTRATIVE FUNCTIONS

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
1.	Land Acquisition		
1.1	Acquiring/ lease of Land along with properties (excluding purchases from private parties) under Land Acquisition Act/ filing requisition with Land Acquiring Authorities of Government including payments and executing documents thereof in consultation with Director (Personnel).	Head of Project	Full Power
1.2	Compensation for temporary occupation of land for investigation purpose /any other purpose for execution of Project for a period not exceeding one year subject to administrative approval of Director	Head of Project	Full Power
2.1	Approval for hiring/leasing accommodation for offices, transit accommodations, guest houses, field hostel, bachelor accommodation, residential for employees, storage/space/ storage godown, etc. including extension of lease.	D (P)	Full Power
		HOP/ Station Head in respect of projects in consultation with D(P)	Full Power
2.2	Approval for hiring / leasing storage / space/ storage godown, etc. including extension of lease	HOP/ Station Head in consultation with Administrative Director	Full Power
3.	Declaration of a Building as Field Hostel	HOP/Station Head	Full Power
4.	Rent and Brokerage		
4.1	Approval for leased residential accommodation (including self-lease) for employees including sanction for payment of advance rent and brokerage	DGM (HR)	Full Power
4.2	Sanction for payment of advance rent in respect of non- residential accommodation like office, guest house, transit camp, storage space leased for the Company.	D(P)	Full Power
5.	All matters pertaining to allotment of rooms to visitors, realization and accounts of tariff, upkeep of laundry, etc.	Deputy Manager (HR/ Admin)	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
6.	Sanction for execution of works related to special repairs, maintenance, alterations, additions in the existing structures, in office buildings, transit camps, guest houses, field hostel, storage space and other properties leased/owned by and in occupation of the Company.	Director (P)	Full Power
		ED (HR)	₹1 Crore per occasion
		CGM (HR), CHQ/ HOD(CFMD), CHQ	₹50 Lakh per occasion
		HOP/ Station Head	₹25 Lakh per occasion
		GM / DGM (HR/ Estate/ CFMD)	₹50,000/- per occasion
		Sr. Manager (HR/ Estate/ CFMD)	₹25,000/- per occasion
7.	Sanction for purchase of furniture, furnishing, office equipment, stationery for Office and Transit Camps, Township and other establishment		
7.1	Sanction for purchase of furniture, fixtures, fittings, office equipment, appliances / equipment, linen, curtain, upholstery and other miscellaneous items (except IT, computer, communication & electronics devices) for use in the Office, guest house, Transit Camps, township and other establishments including furnishing thereof.	Director (P)	Full Power
		ED (HR)	₹25 Lakh per occasion with annual ceiling of 1 Crore
		CGM (HR)/ HOP/Station Head	₹20 Lakh per occasion with annual ceiling of 50 Lakh
		GM(HR)	₹15 Lakh per occasion with annual ceiling of 40 Lakh
		DGM (HR)	₹1 lakh per occasion with annual ceiling of ₹10 Lakh
		Sr. Manager (HR)	₹50,000/- per occasion with annual ceiling of ₹5 Lakh
7.2	Sanction for purchase of office Stationery, consumables for computers, printers, photocopiers including cartridges, toners, etc. To be exercised by executives of department responsible for the function.	Director (P)	Full Power
		ED (HR)	₹50 Lakh per annum
		CGM(HR), / HOP/ Station Head	₹25 Lakh per annum

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
		GM(HR)	₹5 Lakh per annum
		DGM(HR)	₹2 Lakh per annum
		Sr. Manager(HR)	₹25,000/- per annum
7.3	Sanction for purchase of IT equipment, repair, maintenance of computers and other IT equipment. To be exercised by executives of department responsible for the function.	Director	Full Power
		ED	₹50 Lakh per annum
		CGM/HOP/Station Head	₹25 Lakh per annum
		GM	₹5 Lakh per annum
		DGM	₹2 Lakh per annum
		Sr. Manager	₹25,000/- per annum
8.	Sanction and purchase of stationery, electrical and civil maintenance items, linen, curtain, upholstery and other items for use in the Office, guest house, Transit Camps, etc. from Super Bazar/ Kendriya Bhandar/ Governmental Agency.	Director (P)	Full power
		ED (HR)	₹ 5 Lakh/- per occasion
		CGM (HR) at CHQ / HOP /Station Head	₹ 2 Lakh per occasion
		GM (HR)	₹150,000/- per occasion
		DGM (HR)	₹100,000/- per occasion
		Sr. Manager (HR)	₹50,000/- per occasion
9.	Maintenance and repair of furniture, fixtures, fittings, office equipment, civil appliances and other miscellaneous items in transit camp, township, guest house, field hostel and other Establishments.	D (P)	Full Power
		CGM(HR) at CHQ/ HOP/ Station Head	3 Lakh
		GM (HR)	₹2,00,000/-
		DGM (HR)	₹1,00,000/-
		Sr. Manager (HR)	₹50,000/-
10.	Leasing/hiring of office equipment, furniture and fixtures, etc.	Director (P)	Full Power
		ED(HR) / CGM (HR) at CHQ/ HOP/ Station Head	Full Power upto one year
11.	Leasing/ hiring of Vehicles for all purposes including official journeys		

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
11.1	Approval of fleet strength for vehicles [Amd # 41/2026]	D (P)	Full Power
Remarks for No.11.1: - The approved fleet strength will be subject to mandatory review once in every three years, or earlier if considered necessary by Corporate Estate Section, HR department			
11.2	Administrative approval for leasing/hiring of vehicles including extension subject to approved fleet strength.[Amd # 41/2026]	Director(P)	Full Power
		HOD(HR) at CHQ/ HOP/ Station Head	₹ 5 crore
11.3	Award of Leasing/hiring of vehicles, including extensions based on administrative approval accorded at 11.2. [Amd # 18/2022 &[Amd # 41/2026]	Director(P)	₹ 5 crore
		HOD(HR) at CHQ/ HOP /Station Head	₹ 3 crore
		GM	₹ 2 crore
		DGM	₹ 1 crore
11.3.1	***Deleted*** [Amd # 41/2026]		
11.4.1	Empanelment of agencies for leasing/ hiring of helicopters/ chartered planes for all purposes BD&MS dept. will act as Nodal agency for empanelment of such agencies	D(P)	Full power
11.4.2	Administrative approval for leasing/hiring of helicopters/chartered planes for all purposes including official journeys	D(P)	₹1 crore
Remarks for No.11: i) The above powers are for open tenders. In case of limited tenders, the powers shall be 50% of open tender and in case of single tender, the power shall be 25% that of open tender			
12.1	Administrative approval & sanction of expenditure for need based hiring of accommodation/ hotels etc. on posting/transfer, pending any arrangement of accommodation/guest house/transit camps/ hostel etc. [Amd # 18/2022]	Director	Full Powers
12.2	Administrative approval for need-based hiring of vehicles including rate contracts and empanelment of agencies for occasional or exigency-based requirements (other than approved fleet strength). [Amd # 18/2022 & Amd # 41/2026]	Director(P)	Full Power
		HOD(HR) at CHQ/ HOP/ Station Head	Not exceeding 15 days in a stretch
12.2.1	Award of hiring of vehicles including extension based on administrative approval accorded at 12.2	Director (P)	₹1 crore
		HOD(HR) at CHQ/ HOP/ Station Head	₹ 50 lakhs

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
Remarks for No.12.2.1: Above powers are for normal mode of tendering, however, for spot purchase clause No.7(a) & 7(b) of Section-I of DoP shall be referred.			
13.	Maintenance, upkeep and repair of Company's vehicles from the approved agencies/ authorised dealers/ workshops.	CGM (HR) at CHQ/HOP/Station Head	Full Power
		Head (Estate/ (in-charge of transport) not below DGM	₹25 Lakh per annum
		Sr. Manager (In-charge of Transport)	₹25,000 per occasion with annual ceiling of 5 Lakh
14.	Sanction of expenditure on Taxes, Registration Fees, Challan and any other fee related to operation of Company's vehicles including insurance of vehicles	Manager(HR/Transport)	Full Power
		AM (HR/Transport)	Full Power (for statutory payments)
15.	Sanction of expenditure on POL	DGM(HR/ Transport)	Full Power
16.	Sanction of cartage and labour for shifting of office, furniture, stores, records etc.	Director	Full power
		ED/CGM/ HOP/Station Head (not below the rank of GM)	₹20 Lakh per annum
		GM (HR)	₹5 Lakh per annum
		DGM(HR)	₹3 Lakh per annum
		Sr. Manager (HR)	₹2 Lakh per annum
		Manager (HR)	₹1 Lakh per annum
17.	AMC of Photocopy Machines, Franking machine, and Furniture, etc.	D (P)	Full Power
		ED	₹15 Lakh per annum
		CGM/ HOP	₹10 Lakh per annum

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
		GM (HR)	₹5 Lakh per annum
18.	Sanction for Purchase of Books/Technical Journals/Magazines, Periodicals including digital/ Electronic Form		
18.1	For Central Library at CHQ	HOD (in-charge library)	Full Power
18.2	For Departmental Library or Library at Project or at Regional/ Coordination/ Liaison/ non-Project Office	HOP/Station Head/ HOD at CHQ	Full power
19.	Sanction of expenditure for Purchase of newspapers, magazines/ periodicals as per approved norms for reception/ offices of CMD/ Directors/HOP/ Station Head/Guest Houses/ Transit Camps.		
19.1	At Corporate Head Quarters	DGM(HR) in- charge of Corporate Communication	Full Power
		HOD for his own dept.	₹10,000/- per annum
19.2	At Projects/ Liaison/ Non-Project Office	HOP/ Station Head/ HOD(HR)	Full Power
		HODs not below GM for their own dept.	₹10,000/- per annum
19.3	Approval for disposal of old or obsolete stationery, newspapers, magazines, journals, periodicals etc. through rate contract or otherwise	HOD(HR)	Full power
20	Sanction of expenditure and award of contract for Printing, Publications including that related to Public Relations (PR), photocopying and binding.	Director	Full power
		HOD(HR) at CHQ/ HOP/ Station Head	₹5 Lakh
		GM/DGM (HR/ Procurement)	₹ 3 Lakh
21.1	Sanction for expenditure and award of contract on drawing, scanning, digitalization, reduction, copies, documentation work, drawings prepared on CAD, etc. from market.	CGM/ HOP/ Station Head	Full Power
		GM	₹1 Lakh
		DGM	₹50,000
		Sr. Manager	₹10,000
21.2	Approval for purchase of consumable items related to procurement of design/ drawings/	ED/HOD at CHQ/ HOP/ Station Head	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	CAD drawings (not covered under stationery/ computer stationery which are available in general stores)	GM	₹10,000/-
22	Procurement of consumables related to health services, such as medicines, medical equipment spares, test strips, disposable syringes, cotton, bandages, oxygen cylinders etc., as per the requirement raised by medical superintendent/CMO, subject to policy guidelines/norms and budget.	Director(P)	Full Power
		ED (HR)	₹25 Lakh
		HOD(HR) at CHQ/ HOP / Station Head	₹10 Lakh
		Sectional Head (IR&W) at CHQ	2 Lakh
		Head of Medical services at Projects	₹20,000/-
23.	Raj Bhasha Translation Work	D(P)	Full power
		HOD(HR) at CHQ/ HOP/ Station Head	₹2 Lakh per annum
		Sectional Head (OL)	₹50,000/- per annum
24.	Sanction of installation of official and residential telephones, FAX or any other communication facility, as per approved policy and norms	Manager (IT)	Full Power
25.	Signing registration and other documents for telephone, mobile, internet, their installation, shifting etc.	Deputy Manager (IT)	Full Power
26.	Authorisation for payment of bills pertaining to Electricity, water, telephones, internet, mobile phone, any other communication equipment, wireless, including connection charges for electricity, water, telephone, LPG, etc., fax, courier, postal or railway parcel, postal stamps, subject to certification by concerned officers whenever necessary and appropriate.	HOP / HOD(HR) at CHQ / Station Head	Full Power
		Dy. Manager	Full Power (when no penalty involved)
27.	Powers to approve waiver of Charges for residential / official telephones/mobile phone in excess of eligibility limit.	Director	Full Power
		HOD(HR) at CHQ/ HOP/ Station Head	Annual ceiling of ₹30,000.
Remarks for No.27: i) The power to be exercised after necessary justification is furnished for such waiver with the recommendations of the HOD. ii) A monthly report to be submitted to the Office of CMD			
28.	Sanction of permanent recoupable imprest	Director	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
		ED	Up to ₹30,000/- in each case
		CGM / HOP/ Station Head / HOD at CHQ	Upto ₹20,000/- in each case
		GM	Upto ₹15,000/- in each case
29.	Sanction for expenditure from imprest or other routine contingent office expenditure, including repairs, shifting, purchase of urgent stationery/articles (subject to applicable norms), running and maintenance of vehicles and other petty unforeseen contingent expenditure required under urgent circumstances with accountal storage records etc.	CGM/ HOP/ Station Head	Full Power
		GM	₹30,000/-
		DGM	₹20,000/-
		Sr. Manager	₹10,000/-
30. (a)	Sanction for petty contingent expenditure including sanction of advance to employees including non-executives (both recurring and non-recurring)	Director	Full Power
		HOD at CHQ/ HOP/ Station Head	₹ 1 Lakh
		GM	₹50,000/-
30. (b)	Sanction for contingent expenditure including sanction of advance to employees including non-executives (both recurring and non-recurring) to meet the exigencies under CMP. [Amd # 8/2021]	ED/ CGM/ GM/ HOP	₹ 5 Lakh
		DGM	₹ 1 Lakh
	Remarks to Sr. No. 30(b): Proposed delegation of powers under CMP considered for each case/ proposal.		
31.	Sanction of Miscellaneous expenses/ expenditure without any voucher	Director	₹10,000/-
		ED/ CGM/ HOP/ Station Head	₹5000/-
32.	Power to write off		
32.1	Books, magazines, journals, Stationery, office equipment, furniture, kitchen appliances, fittings and fixtures like Mobile set, TV, LCD, Refrigerator, AC, Music system, etc	Director	Full power
		ED	₹4 Lakh
		HOD (HR) at CHQ/ HOP/ Station Head	₹2 Lakh
32.2	IT equipment including computers, monitors, UPS, printers, etc.	Director	Full power
		HOD (IT&SE) at CHQ/ HOP/ Station Head	₹2 Lakh
32.3	Any item of equipment, tools, parts, materials lying in stores, including adjustment of	Director	Full power
		ED	₹4 Lakh

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	discrepancies in an item during stock verification and/or any claims of recovery against suppliers/ contractors on this account.	CGM/ HOP/ Station Head	₹2 Lakh
32.4	Losses due to theft, pilferage, shortage etc. of Stores, equipment, tools, materials, chemicals, oils, lubricants, etc.	Director	Full power
		ED	Up to ₹4 Lakh
		CGM/ HOP/ Station Head	Up to ₹2 Lakh
32.5	Losses arising out of settlement of Insurance claim in each case.	Director	Full power
		ED	Up to ₹4 Lakh
		CGM/ HOP/ Station Head	Up to ₹2 Lakh
32.6	Losses arising out of disposal of equipment/ store/ spares/ scrap, etc. [Amd # 18/2022]	Director	Full power
		ED	Up to ₹4 Lakh
		CGM/ HOP/ Station Head	Up to ₹2 Lakh
33.	Sanction of personal protection and safety equipment as per norms.	Sr. Manager (Concerned dept.)	Full Power
34.	Cash award to maximum 10% of project-non executive employees for outstanding performance and/or accomplishment of exemplary task at Project with report to D(P)	HOP	Up to ₹5000/- per case
35.	Sanction for Welfare related expenditure on sports, cultural meets, functions, excursions, quizzes, tournaments, etc. including purchase/hire of infrastructural facilities and equipment for the above, arranging training for spouses and wards of employees, etc except Raising Day functions	Director (P)	₹15 lakh
		HOD(HR) at CHQ/ HOP/ Station Head	₹5 lakh
36.	To sign import license applications on behalf of the Corporation	Sr. Manager	Full Power
37.	Sanction of expenditure on print and electronic media persons for travel, boarding and lodging, hospitality, local conveyance, press kits and hiring of premises for press conferences/Seminars/meetings/events/functions/occasions/ presentations	Director (P)	Full Power
		ED/HOD(HR) at CHQ/HOP/ Station Head	₹7 lakh
		GM (Corporate Communication)	₹5 lakh
38.1	Empanelment of Newspapers/ Advertising agencies/ Printers/ Digital Printers/ for blow ups/ Films/ Documentary Makers/ Photographers/	Director (P)	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	Videographers including Production Design, with or without rate contract		
38.2	Empanelment of agencies for event management for organising functions, inaugurations & other ceremonies, conferences, conventions, etc.	Director (P)	Full power
38.3	Empanelment of agencies for conducting various trainings under Corporate Social Responsibility	Director(P)	Full Power
39.	Sanction of expenditure on press notification/ advertisement for invitation of tenders/ land acquisition/ recruitment/ public notices relating to Corporation	DGM	Full Power
40.	Sanction of expenditure on publicity through various media including hoardings and banners, announcements, pamphlets, awareness campaign, etc., advertisements for purposes other than mentioned at No. 39. [Amd # 27/2024]	D (P)	Full Power
		HOP/ Station Head	₹1,00,000/- per occasion (i.e. total publicity expenditure for a single event) subject to an annual ceiling of ₹5,00,000/- .
41.	Sanction of expenditure on Photography/Video Coverage of project/ VIP visits/ functions, etc.	HOD(HR) at CHQ/HOP/ Station Head	Full Power
		Head – Corporate communication (not below the rank of DGM)	₹2 Lakh per annum
42.	Sanction of expenditure for ceremonial occasions, awareness programmes, promotion of sports, cultural/Literary/Other activities, visit of Dignitaries, presentation of mementoes to special visitors, celebration of National Days, local festivals/local melas, etc., subject to Administrative guidelines issued from time to time and budget provisions. Excluding any grant/ donation/ sponsorship to other agencies. [Amd # 18/2022]	Director (P)	Full power
		HOD(HR) at CHQ/ HOP/ Station Head	₹1 Lakh

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
43.	Sanction of expenditure in Exhibition	D(P)	Full power
		HOD(HR) at CHQ/HOP/ Station Head	₹1 Lakh
44.	Sanction of expenditure on Documentary Films.	D(P)	Full Power
		HOD(HR) at CHQ/HOP/ Station Head	₹3 Lakh
		Sectional Head (PR) at CHQ	₹2 Lakh
45.	Sanction for expenditure for Sponsorship/ co-sponsorship of Seminar, Workshop, Training Programmes, presentation, any event, discussions, Kits, Stationery and Course material, Lunch, Dinner, Tea/Snacks, etc. during said Programme organised by Agencies other than SJVN.	D(P)	Full power
46.	Administrative Approval for purchase of mementoes for promoting business interests. [Amd # 18/2022]	Director	₹10 Lakh per annum
		HOP/Station Head	₹2 Lakh per annum
47.	Declaration of official Company guests. [Amd # 6/2021 & 18/2022]	Director in consultation with CMD	Full Powers
		HOD (at CHQ) / HOP/ Station/ Office Head within Shimla MC area/ their respective project/ Office area only	Up to ₹30,000/- on each case.
	Remarks to Sr. No. 47: i) Including expenditure on Travelling, Boarding, lodging etc. ii) HOP/ Station Head shall submit monthly report to CMD.		
48.	Approval of expenses of food / refreshments to staff for office work on holidays and beyond normal office functioning timings.	Director	Full Power
		ED/ CGM/ HOP and HOD at CHQ	₹10,000/- per occasion

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
		Sectional Head not below GM (for his own section)	₹ 2,000/- per occasion
49.	Sanction of expenditure on official hospitality and meetings.	Director	Full Power
		ED	₹2 lakh per annum.
		CGM	₹1 lakh per annum
		GM	₹80,000/-per annum
		DGM	₹25,000/- per annum.
		Sr. Manager	₹20,000/- per annum.
		Manager	₹15,000/- per annum.
50.	Expenditure relating to hospitality to the participants in Training programme, transport and fees to faculty, course material, etc.	DGM (HR-Training Department)	Full Power
51.	Hospitality and entertainment on behalf of and at the instance of CMD/ Functional Directors/ HOPs, whether in office or outside.	Manager (HR-Admin)/ Manager (Tech.) to CMD/ Director.	Full Power
Remarks for No.51: i) HOPs shall exercise the power subject to a monthly report to D (F) and D (P).			
52.1	Hospitality during Tender Committee meetings, Bid Opening. [Amd # 18/2022]	HOD of Corporate Contracts Department/ Corporate Procurement/ HOP/ Station Head	₹50,000/-
52.2	Expenditure on Hospitality, arrangement of stay (Boarding & lodging), travelling, purchase of mementos & etc. for conducting various Audits. [Amd # 18/2022]	HOD (F) at CHQ/ Chief Internal Auditor	₹2 lakh
		CGM/GM/ HOD (F) at Project	₹1 lakh
53.	Expenditure on Hospitality, including purchase of mementos in connection with Board	Company Secretary	Rs. 5 lakhs per occasion

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
	Meetings, Meetings of Committee of Directors including official visits of Directors and AGM/ EGM of Shareholders.		
54.	Company Secretariat Matters		
54.1	Engagement of services of CA/ Practicing Company Secretaries or other professionals for seeking opinion, Certification of various Forms, returns or any other document including Corporate Governance Report for the purpose of filling with ministry of Corporate Affairs, SEBI, RBI or any other Government Agency and Company Law matters and fixation of fees/ remuneration	Company Secretary	Full Power
54.2	Sanction of Bills for payment of Fees of Stock Exchanges, Depositor Participants and such other agencies including payments/ reimbursement to R&T Agents or any other agencies engaged for carrying out the IPO/ FPO/ Strategic Sales/ Buy Back/ Issue of Bonus Shares/ Bond Issues, etc.	Company Secretary	Full Power
54.3	Administrative Approval for engagement of Registrar and Transfer Agent including amendments in the Scope of Work.	Company Secretary	Full Power
54.4	Engagement of any Professional or Agency for availing services in connection with Company Secretarial matters, Investor Services / Grievances, Meetings - Board, Committee or General, Statutory Compliances, Corporate Governance or any other responsibilities / functions being discharged by CS Department.	Company Secretary	Full Power
55	Finance and Audit related matters etc. [Amd # 18/2022]		
55.1	Engagement of services of Chartered Accountants/ Advocates/ Company Secretary/ or other professionals or Firms thereof for accounting works, Tax matters, certification relating to Tax & remittance of foreign exchange, Internal Audit, Tax Audit, preparation of Manual, physical Verification of Stock/ Assets, Filing Tax Returns, etc. including fixation of fees and remuneration. [Amd # 18/2022]	Director (F)	Full power
		ED (Finance)	₹15 Lakh per annum
		HOD (Fin.) at CHQ/ HOP/ Station Head	₹10 Lakh per annum
		HOD (Fin.) at Project/ Non project office	₹2 Lakh per annum

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
55.2	Approval in respect of appointment of Intermediaries/Agencies such as LLC, LIE, LIA Trustee, TRA, Arranger etc. for raising of funds through Term Loan, Bond (NCD), ECB, Commercial Paper, Short term Loan, Working capital etc. [Amd # 18/2022]	Director (F)	Full Power
55.3	Empanelment of Banks[Amd # 18/2022]	Director (F)	Full Power
55.4	Selection of Banks for distribution of dividend/Bill Discounting/ any other specific purpose. [Amd # 18/2022]	Director (F)	Full Power
56.1	Making reference to outside experts on issues like Contract, Tax, design, Insurance, HR, Finance, etc. [Amd # 18/2022]	Director	Up to ₹2 Lakh in each case
		HOP/Station Head	₹50,000/-
56.2	Engagement of services professionals or Firms thereof various Technical audit e.g. Energy Audit, ISO Audit, Safety Audit, Cyber Security Audit etc. [Amd # 18/2022]	Functional Director	Full Power
		ED	Rs. 15 Lakh per annum
		HOP/Station Head/ HOD at CHQ	Rs. 10 Lakh per annum
57.	Approval of all expenditure / advance payments / Invoices / bills of fees consultancy charges, incidental and other charges, hotel/travel expenses etc as per approved terms of appointment in respect of external agencies such as Individual Consultants/ Experts / Retainer Consultants/ ADR Panel / DRB / IE/ Arbitrators/ CCIE, etc. [Amd # 19/2023 and Amd # 26/2024]	Concerned HOD at CHQ/ HOP/Station Head	Full Power
58.	Approval for constitution of Technical Advisory Committee (TAC)/ Panel of Experts (POE)/ Committee of Experts (COE).	Director in consultation with CMD	Full Power
59.	Conducting of TAC/POE/ COE meetings, visit to Project and approval of Associated expenses after approval at No. 58.	HOP/Station Head/ HOD at CHQ	Full Power
60.	Payment for Statutory Fee/Charges, Payment to Forest Department for approved CAT Plans, Central/ State Government Duties/ Taxes/ Levies payable under relevant Acts, Mining Lease, payments to Pollution Control Boards, Fee for Explosive License, other statutorily required licenses, Security or any other services.	HOD at CHQ/ HOP/ Station Head	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
61.	Approval for entering into MOU/MOA with Governmental Agencies/ Corporations of Government/ Statutory bodies/ Autonomous bodies of Government/ CPSUs for execution of Work/ Services/ consultancy/ R&D Initiatives, including subsequent amendments to MOU/MOA. [Amd # 18/2022 & Amd # 39/2025]	Director in consultation with CMD	Full Power
62.	Sanction of expenditure for public hearing in connection with EIA (Environment Impact Assessment), EMP (Environment Management Plan) studies/land acquisition/FRA, etc.	Director	Full power
		HOP/ Station Head	₹5 Lakh
63.	Sanction of expenditure on meetings at village/ block level (Gram Sabha/ Gram Panchayat) falling in Project Affected Area and other meetings with Project Affected Families/ Persons.	HOP/Station Head developmental stage.	₹1 Lakh
		HOP (not below the rank of GM) during O&M stage	₹50,000/- per annum
64.	Administrative approval for implementation of approved R&R plan for the project for providing infrastructure facilities and rehabilitation grants, etc.	HOP	Full Power
65.	Expenses on summoning of witnesses	HOD at CHQ/ HOP/ Station Head	Full Power
66.	Purchase of Stamp papers/ non-judicial stamps	Manager	Full Power
67.	To defend any suit, appeal, review, revision, writ petition or other proceedings by or against the company or its employees or otherwise concerning the affairs of the company in any court and/or quasi-judicial authorities as per Standard Operating Procedure(SOP)	Director (P) in consultation with CMD	Full Power
68.	To sign & verify plaints, written statements, affidavits, objections, memorandum of appeal, writ, SLP or other pleadings to be filed before any Court of Law / ADR (like DRB/ IE)/ Arbitrator / CCIE on behalf of Corporation. [Amd # 19/2023 and Amd # 26/2024]	ED/ CGM/ HOP/ Station Head	Full Power
69.	To sign Vakalatnama	HOP/ Station Head HOD (Corporate Contracts)/ HOD(HR) at CHQ	Full Power

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
70.	To realize or withdraw money from any court, persons, or authorities in execution of a decree or order of the Competent Court.	D (P)	Full Power
71.	Empanelment /Appointment /Fee for advocates		
71.1	Empanelment/ Dis-empanelment of Advocates and approval of schedule of fees and other terms for the same. (Amd # 1/2020)	Director (P) in consultation with CMD	Full Power
71.2	Entrusting of the cases to Advocates from approved panel at the approved Schedule of fees.		
71.2.1	For cases in subordinate courts and equivalent forums	Director (P)	Full Power
71.2.2	For cases in Supreme Court, High Courts and equivalent forums	Director(P) in consultation with CMD	Full Power
71.3	Sanction for Payment of Advocate Fee	Director (P)	Up to ₹5 lakh per case
		HOD(HR) at CHQ /HOP/ Station Head	Up to ₹2 Lakh per case as per approved schedule of fees
Remarks for No.71.3: i) In case of appearance in court, each case would mean each hearing.			
71.4	Entrusting of the cases to Advocates beyond approved panel or beyond the approved Schedule of fees.	D(P) in consultation with CMD	Full Power
71.5	Approval for incurring miscellaneous Legal expenses such as expenditure on obtaining legal opinion from outside legal experts etc.	Director (P)	₹5 lakh per case
71.6	Approval of expenditure on attestation of affidavits, Power of Attorneys, etc.	HOD(HR) at CHQ/ HOP/Station Head	₹20,000/ each case subject to ₹4 Lakh per annum.
		GM(Law)	₹10,000/- in each case subject to ₹1 Lakh per annum.

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power
71.7	Verification of bills of advocates on account of appearances, opinion, conference, preparation of writs, etc. including journey and lodging. [Amd # 32/2024]	DGM (Law)/ in case incumbent of DGM (Law) is not in position Sr. Manager (Law)/ HOD of concerned Department/ HOP/ Station Head.	Full Power (without any relaxation)
Remarks for No.71.6: i) Based on approved schedule of rates or fee, these powers will be exercised by Executives of Law dept. in respect of legal department; Concurred by Contract Department in respect of legal opinion sought by them; HOP in respect of cases dealt at Project level and by C&SO Department in respect of matters concerning C&SO Department. Each dealing department will prepare a separate cumulative statement of expenditure (including advocates' fees, legal opinion expenses and other expenditure on journey & lodging of advocates, etc.) incurred in each matter since its inception.			
72.1	Empanelment / Dis-empanelment / Appointment/ Removal including fixation of fee and other terms and conditions for Alternative Dispute Resolution Panel/ Arbitrators. (Amd # 1/2020)	Concerned Director in consultation with CMD	Full Power
Remarks for No.72.1: i) Proposals to be processed by ADR Cell at CHQ and by Contracts dept. at projects, who shall also maintain the panel of arbitrators.			
72.2	Payment of bills of IE / Arbitrators / CCIE on account of sitting, conference, preparation of award, etc. including journey and lodging subject to verification by the concerned department. [Amd # 19/2023 and Amd # 26/2024]	• DGM (ADR) for Arbitrators & CCIE • DGM at projects for IE cases	Full Power
73.	Powers to sanction/incur expenditure not covered elsewhere in the DOP and not excluded from the powers of CMD.	Director	₹15 Lakh per annum
		ED	₹7 Lakh per annum
		HOP/ Station Head	₹5 Lakh per annum

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Delegation of Powers

Section-IV

Delegation of Powers for Consultancy Services by SJVN and Commercial & System Operation

SECTION – IV

DELEGATION OF POWERS FOR CONSULTANCY SERVICES TO BE PROVIDED BY SJVN AND COMMERCIAL & SYSTEM OPERATION

A. CONSULTANCY SERVICES BY SJVN

Note: Powers given herein below will be exercised by Consultancy Services Department.

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
1.0	Bid preparation and submission for consultancy contracts/ assignments			
1.1	Decision to submit bid, purchase of tender, EMD / Security Deposit.	Director	Full Power	i) Value indicated is the estimated amount for providing consultancy services for a particular scheme/project inclusive of overheads but exclusive of profit margin and taxes and duties. ii) Bids to be submitted with concurrence of Associate Finance. iii) This will also be under intimation to the concerned departments. iv) These powers shall be used preferably by consultancy department/Indenter.
		CGM	Up to ₹5 Crore	
1.2	Decision on profit margin on 1.1 above	Director	Up to 5% profit margin	Decision to bid below estimated price, (i.e. on loss) will be taken with the approval of CMD.
		CGM	Above 5% profit Margin	
1.3	Sanction for arrangement with outside agency(s) for sharing or for	Director	Full Power	i) The amount indicated is the amount involved in sub-contracting/
		ED/CGM	Up to ₹1 Crore	

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
	sub-contract as part of bid submission.			associating outside agency. ii) This is subject to being within the cost estimate as per No. 1.1 and the list of vendors approved by ED / HOD (Consultancy Services) not below GM.
1.4	Award of Works or service contracts, sub-letting works such as drafting, drawings, photocopy & printing, typing, binding, data entry, etc. in the course of preparation of bids.	Director	Full Power	This shall be exercised as per policy & procedures of tender/ procurement.
		ED/CGM	Up to ₹10 Lakh in each case	
		GM	Up to ₹5 Lakh in each case	
1.5	Acceptance of modifications in the bid/ contracts	Director	Up to 5% profit in the entire bid / contract	CMD's approval shall be required for modifications resulting in estimated loss in consultation with Director (F).
		CGM	Above 5% profit margin in the entire bid/ contract	
1.6	Signing of MoU/ contract with client	CGM/ HOD (not below the rank of GM)	Full Power	Subject to approval of Bid at appropriate level.
2.0	Execution of consultancy contract/ assignment			
2.1	Approval of nomination of Project Manager	Director	Full power	i) Preferably Nodal agency shall be the HOD (Consultancy Services) and Powers are to be exercised on his recommendation.

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
				ii) In absence of Consultancy Services the powers will be exercised by HOD Indenting Department.
2.2	Award of Works or service contracts, sub-letting works such as drafting, drawings etc. during execution of contract.	Director	Full Power	
		CGM	Full power upto the value given in cost estimate	
		HOD Consultancy/Indentor(not below the rank of GM)	Up to ₹5 Lakh in each case but limited to provision in the bid if provided	
3.0	Miscellaneous powers related to Consultancy services			
3.1	Market surveys and investigation related to consultancy services.	Director	Up to ₹10 Lakh in each case	
		ED	Up to ₹7 Lakh in each case	
		CGM	Up to ₹5 Lakh in each case	
3.2	Sanction to incur cost on publicity &Business promotion related to consultancy services.	Director	₹15 Lakh per annum	As per approved rates of dailies & publications and within budget provisions.
		ED/ CGM	₹5 Lakh per annum	
		GM	Up to ₹50,000 in each case	

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
			with a ceiling of ₹2 Lakh per annum.	

B.COMMERCIAL & SYSTEM OPERATION

Note: Powers given herein below will be exercised by Commercial & System Operation (C&SO) Department

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
1.	Signing or authorising to sign petitions and documents for submission to different agencies like CERC and other regulatory bodies/ Appellate Court, NRPC, NRLDC, beneficiary states, etc.	CGM/HOD (not below the rank of GM)	Full Power	Petitions and documents shall be got approved from Director/ Executive Director.
2.	Signing of Power Purchase Agreements with beneficiaries on Short term, Medium term & Long term basis.	CGM/HOD (not below the rank of GM)	Full Power	i) If required to be signed by an officer below HOD level, the officer will be authorised for such purpose by Director. ii) PPA shall be got approved from Director.
3.	Administrative approval for engagement of Chartered Accountant or firm of Chartered Accountant, etc. for certification work relating to Tariff purpose.	Director	₹10 Lakh	These powers will be exercised in consultation with Finance.
		CGM	₹1 lakh in each case subject to a ceiling of ₹5 Lakh per annum	
		HOD (not below the rank of GM)	₹50,000 in each case subject to a ceiling of ₹2 Lakh per annum	
4.	Settlement of dispute with regard to surcharge, rebate, etc., with beneficiaries on Energy Bill.	Director	Up to ₹3 lakh per beneficiary per annum including approvals at lower levels.	To be approved by Head (C&SO) are subject to intimation to the concerned Director.

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
		HOD (not below the rank of GM)	Up to ₹1 lakh per beneficiary per annum	
5.	Signing or authorising to sign affidavits & regulatory compliances as per the Notification /Directives / Guidelines/ Rules/ Regulations issued or to be issued by SERC/ CERC / APTEL/ GOI and other regulatory bodies viz. CEA/ NLDC/ NRLDC/ POSOCO/ NRPC/ SLDC/ POWERGRID/ CTU/ STU etc. [Amd # 18/2022]	HOD (not below the rank of GM)	Full Power	
6.	Signing or authorising to sign Transmission Service Agreements/ Transmission Agreement/ agreement for General Network Access/ Implementation Agreement/ Connection Agreement/ Long term, Medium Term or Short-term Open access Agreement with Power Grid/ CTU/ STU/ POSOCO/ SLDC/ or any other external agency. [Amd # 18/2022]	HOD (not below the rank of GM)	Full Power	
7.	Approval of fee for Petition (Tariff, Miscellaneous, Review, Interlocutory and Regulatory Compliance) and Power Exchange Fees as per the notification /Directives / Guidelines/ Rules/ Regulations issued or to be issued by SERC/CERC / APTEL/ GOI/CEA and other regulatory bodies.	Director	Full Power	
8.	Approval/sanction for payment of Congestion Fee, Deviation settlement Charges, AGC Account Charges, Transmission Deviation Account charges, Reactive Account Charges, fee/ charges of RLDC, NLDC, POSOCO, NRPC, CTU/POWERGRID/STU etc including License Fee/ Annual	HOD (not below the rank of GM)	Full Power	Subject to intimation and submission of monthly return/Report to Director and also to Head (C&SO) in case of Operational Projects.
		HOP Projects. (Operational Projects)	Full Power for concerned Project	

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
	Renewal Charges, etc. to Statutory and regulatory bodies. [Amd # 18/2022]			
9.	Engagement of legal counsels/experts for filing of Petition (Tariff, Miscellaneous, Review, Interlocutory and Regulatory Compliance), attending, hearing, preparing and submission of replies to Regulatory bodies viz. Supreme Court/ High Court/ Other Court/ APTEL/ CERC /SERC , etc.	Director	₹5 Lakh each case	i) Subject to intimation to Concerned Director. ii) In case of appearance in court, each hearing would mean each case.
		ED/CGM	₹1 lakh in each case subject to a ceiling of ₹5 Lakh per annum	
		HOD (not below the rank of GM)	Up to ₹50,000/- in each case subject to a ceiling of ₹2 Lakh per annum	
10.	Approval for issuance of the notice to Defaulting entity of SJVN generating stations for non-payment and non-maintaining of Letter of Credit and sale of such surplus regulated power on Power exchange platform through Trader.	Director	Full Power	Under intimation to CMD.
11.	Signing or authorising to sign Short term/ Medium term /Long term Agreement with Trader/ beneficiaries states for sale of regulated power of SJVN generating stations.	HOD (not below the rank of GM)	Full Power	These powers shall be exercised subject to administrative approval accorded by Director for signing of Agreement.
12.	Administrative Approval for hiring of services of Independent Designated Agency as per the CERC Regulation for vetting of capital cost of project.	Director	₹20 Lakh	

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
13.	Approval for filing of Application for Grant of Connectivity/General Network Access/Long Term Access/Medium Term Open Access/Short Term Open Access etc. along with application fee/Applicable Bank Guarantee etc. to CTU/STU/CEA etc. [Amd # 18/2022]	Director	Full Power	
14.	Signing the monthly Energy Bills/ FERV bills/Arrear bills/Other Bills (viz RLDC/NLDC/Supplementary Bill/PLI etc.)/ Debit Note/Credit Note based on order issued by Regulatory Authority/Power exchanges/ Bilateral agreement signed by SJVN with beneficiaries. [Amd # 18/2022]	Manager and above	Full Power	
15**	Hiring the services of Insurance Broker in line with IRDAI Regulations (Open Tender only) [Amd # 23/2023]			
	Administrative & Technical Approval/ sanction of cost estimate	Director	Full Power	1) Tender evaluation committee will be as per Annexure-1 of DOP. 2) EIC for all purposes will be HOD of indenting Deptt. or his authorized representative. 3) Authorizing authority for payments against Bills (if any) for within the terms and conditions of Contract will be EIC of the contract.
	Approval of Award based on Administrative approval as sr. no (a) above	Director	Full Power	
	Extension of service contract of Insurance Broker (with or without existence of provision for extension in the contract)	Director	Full Power	

***Note:** This clause was inserted vide DOP Amendment Order # 23/2023 and numbered as Clause 13 by mistake and hence the same has been renumbered as Clause 15 in the DOP 2020 Edition (Web Version).*

C. BILL DISCOUNTING

[New Sub-Section inserted vide Amd # 18/2022]

No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
1.	Administrative approval for Bill Discounting including terms and conditions. [Amd # 18/2022]	Director	Full Power	Under intimation to CMD
2.	To sign documents relating to Bill Discounting Transaction like Bill of Exchange (BOE), Debit Authority etc. [Amd # 18/2022]	GM/CGM	Bill Discounting Transaction beyond ₹200 Cr.	
		DGM	Bill Discounting transaction up to ₹100 Cr.	
		Sr. Manager	Bill Discounting transaction up to ₹50 Cr.	
		Manager	Bill Discounting transaction up to ₹30 Cr.	

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Delegation of Powers

Section-V

Delegation of Powers for Quality Assurance & Inspection

SECTION V

DELEGATION OF POWERS FOR QUALITY ASSURANCE AND INSPECTION

Exisitng DOP Cl. NO. & Section	Description as per DOP	Officer to whom power delegated	Extent of Power may please be modified to be read as under	
			Development Stage	O & M Stage
Cl.No.17, Section-I	**Cl.No.17.1:** Addition to / Substitution of existing approved manufacturer / sub-contractor/ vendors in the contract (for Civil Package).	Director	Full Power	Full Power
		ED	Full Power in respect of contracts approved by himself or lower authority.	Full Power in respect of contracts approved by himself or lower authority.
		CGM	Full Power in respect of contracts approved by himself or lower authority.	Full Power in respect of contracts approved by himself or lower authority.
		GM	Full Power in respect of contracts approved by himself or lower authority.	Full Power in respect of contracts approved by himself or lower authority.
	Cl.No.17.2: Addition to / Substitution of existing approved manufacturer / sub-contractor/vendors in the contract (for EM/HM Package).	Director	Full Power	Full Power
		ED	Full Power	Full Power
		CGM	Full Power	Full Power
		GM	Full Power	Full Power

Remarks for 17.1

i. In respect of contracts awarded at the level of Director and above, project will process the case and forward to Corporate Contracts. Corporate Civil Contracts will further process the proposal for approval by Director in consultation with respective design/engineering division and project shall issue the necessary change orders.

ii. In respect of contracts awarded at Regional Office / Project level, the addition / substitution shall be approved by Head of Regional Office / HOP of concerned project not below the rank of GM.

Remarks for 17.2:

i. GM, if Head of Department or Head of Project can exercise the power delegated to GM.

ii. In respect of contracts awarded at Regional Office / Project level, the addition / substitution shall

be approved by Head of Regional Office / HOP of concerned project not below the rank of GM.

iii. In respect of contracts awarded at CHQ level, the addition / substitution shall be approved by concerned department at CHQ.

iv. Letter for Addition to / Substitution of existing approved manufacturer/sub-contractor/vendors in the contract shall be issued to all concerned.

Existing DOP Cl. NO. & Section	**Description as per DOP Description may please be modified to be read as under**	**Officer to whom power delegated**	**Extent of Power may please be modified to be read as under**	
			Development Stage	**O & M Stage**
Cl.No.32, Section-I	32.1 Change in methodology of testing of Plant/ Equipment/ Material as incorporated in the Contract/ Quality Assurance Plan.	Director	Full Power	Full Power
		ED	Full Power	Full Power
		CGM	Full Power	Full Power
		GM	Full power	Full power
	32.2 Waiver for witnessing the pre-dispatch inspection / testing of Plants / Equipment/Material by SJVN at manufacturer's works (on shore / off shore) as incorporated in the Quality Assurance Plan.	CGM	Full Power	Full Power
		GM	Full Power	Full Power

Remarks for No. 32.1

i. GM, if Head of Department or Head of Project can exercise the power delegated to GM.

ii. Reasons for change in methodology of testing are to be recorded and intimation of change of methodology of testing is to be given to all concerned.

iii. In respect of contracts awarded at Regional Office / Project level, change in methodology of testing shall be accorded by head of Regional Office / HOP of concerned project.

iv. In respect of contracts awarded at CHQ level, the change in methodology of testing shall be accorded by concerned department at CHQ.

Remarks for No. 32.2

i. GM, if Head of Department or Head of Project can exercise the power delegated to GM.

ii. In respect of contracts awarded at Regional Office / Project level, the waiver for witnessing the pre-dispatch inspection shall be accorded by head of Regional Office / HOP of concerned project.

iii. In respect of contracts awarded at CHQ level, the waiver for witnessing the pre-dispatch inspection shall be accorded by concerned department at CHQ.

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Delegation of Powers

Section-VI

Delegation of Powers for Power Trading Cell

Section-VI

DELEGATION OF POWERS FOR POWER TRADING CELL

[Section inserted vide DOP Amd # 18/2022]

Supplementary guidelines for operating powers under this section:

1. Trading margin to be recommended by a three members committee consisting of officers not below the rank of DGM.
2. Documents related to MOU/Power Purchase Agreement shall be approved after vetting by Corporate Law & finance Department.
3. Officers at level of DGM and above shall sign MOU/Agreement.

Sl. No.	Subject Matter	Officers Authorized to Exercise Power	Extent of Power
1	Authorization/Approval for submission of any information related to Power Trading business in GOI /CERC/SERC / APTEL / CEA/NLDC/POSOCO/NRPC or any other agency related to Power Trading business.	HOD not below the rank of DGM	Full Power
2	Payment of statutory duties/taxes/ levies/ cess payable/ periodical fees under Central & State Act and registration fees/ charges in respect of CERC/SERC / APTEL / CEA /NLDC /POSOCO/NRPC or any other agency related to Power Trading business.	HOD not below the rank of DGM	Full Power
3	Approval for participation in any tender/event related to Power Trading Business on DEEP Portal/ Banking/Power Exchange etc. including payments related to Tender, EMD, PBG or any other incidental expenditures, etc.		
	(i) On long term/Medium Term basis	Concerned Director	Full Power
	(ii) On Short Term basis i.e. for less than one year	HOD not below the rank of DGM	Full Power
4	Approval of Power Purchase Agreement including its extension between Generator/ Trader and SJVN		

	(i) On Long Term/Medium term basis i.e. for one year or more than one year	Concerned Director	Full Power
	(ii) On Short Term basis i.e. for less than one year	HOD not below the rank of DGM	Full Power
5	Approval of Power Sale Agreement including its extension between Buyer/Utility/Trader and SJVN		
	(i) On Long Term/Medium term basis i.e. for one year or more than one year	Concerned Director	Full Power
	(ii) On Short Term basis i.e. less than one year	HOD not below the rank of DGM	Full Power
6	Approval of Trading Margin to be charged from Generator/Buyer by SJVN as a trader		
	(i) For Long term/Medium term transactions i.e. for one year or more than one year	Concerned Director	Full Power
	(ii) For Short term transactions (including banking) i.e. for less than one year	HOD not below the rank of DGM	Full Power
	(iii) Sale/Purchase of REC's /Energy saving Certificates on behalf of a utility/Generator at Power Exchange	HOD not below the rank of DGM	Full Power
7	Expenditure on business meet/ seminar including expenditure on Publicity for Regional/National level Power Trading Activities	HOD not below the rank of DGM	Rs.2 Lakh per occasion subject to annual ceiling of Rs. 10 lakh
8	Approval of MOU between SJVN and Generator /Utility/ Trader for Power Trading business	Concerned Director	Full Power
9	Settlement of dispute/resolution of differences arising during execution of MOUs/Agreements including disallowed rebate, bank charges, elements of open access liability, exchange charges, surcharge, rebate, etc in respect of Power Trading Business.	Director	Full Power
		HOD not below the rank of DGM	Full Power Subject to that the short-term trading margin after settlement is not less than one (01) paisa/kWh

		DGM	Full Power Subject to that the short-term trading margin after settlement is not less than three (03) paise/kWh
10	Signing or authorizing to sign affidavits & regulatory compliances as per the Notification / Directives / Guidelines / Rules/ Regulations issued or to be issued by GOI/ CERC/ SERC / APTEL/ CEA/ NLDC/ POSOCO/ NRPC or any other agency related to Power Trading business.	HOD not below the rank of DGM	Full Power
11	Approval for issuance of the notice to Defaulting entity for non- payment and non-maintaining of Letter of Credit	Manager (Power Trading) subject to intimation to concerned HOD	Full Power

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Delegation of Powers

Section-VII

Delegation of Powers for Engaging Consultancy Contracts for Registration, Issuance and Trading including all related activities in respect of Carbon Credits for SJVN's Projects.

Section-VII

DELEGATION OF POWERS FOR ENGAGING CONSULTANCY CONTRACTS FOR REGISTRATION, ISSUANCE AND TRADING INCLUDING ALL RELATED ACTIVITIES IN RESPECT OF CARBON CREDITS FOR SJVN'S PROJECTS.

[Section inserted vide DOP Amd # 18/2022]

Supplementary guidelines for operating powers under this section:

1. Scope of work and period of contract shall have to be defined prior obtaining administrative approval.
2. Tender will be based on the revenue sharing component quoted by the bidders in case of open and limited tender enquiry.
3. The rate of carbon credits to be sold will be recommended by a 3-member Committee Consisting of Head of the Indenting Department, Head of Finance and Head of Contracting Department. At CHQ level, the same shall be approved by Director and at Project level, the same shall be approved by HOP (not below CGM).

No	Subject Matter of Delegation	Officers of whom power delegated	Extent of Power		Reference /Remarks
			Development stage	O&M stage	
1.0	Administrative approval for				In revenue sharing model of carbon credits registration, issuance and sale, no estimate can be derived. Also, the consultant is not paid any fee by SJVN up front. He is paid only a share of the revenue earned. Therefore, there is no requirement of Technical Sanction of estimate.
1.1	Hiring of consultancy services for Carbon Credits registration, issuance and trading activities on revenue sharing basis including scope of work and duration.	Director	Full Powers	Full Powers	
		ED/CGM	One consultancy service for maximum two projects in a financial year	One consultancy service for maximum two projects in a financial year.	
2.0	Approval for award of consultancy contracts, after administrative approval under No. 1.0 above.				
2.1	Open Tender	Director	Full Powers	Full Powers	
		ED/CGM	Full Powers	Full Powers	
		GM	One consultancy service having maximum two projects in a financial year.	One consultancy service having maximum two projects in a financial year.	

2.2	Limited Tender	Director	Full Powers	Full Powers	
		ED/CGM	Full Powers	Full Powers	
2.3	Single tender in case of urgency/special circumstances	Director	One consultancy service having maximum two projects in a financial year.	One consultancy service having maximum two projects in a financial year.	
2.4	Obtaining consultancy services from Government Agencies, Autonomous Bodies controlled by Government, Government Universities/Institutes, PSUs without call of tenders.	Director	Full Powers	Full Powers	
		ED/CGM	Full Powers	Full Powers	
		GM	Full Powers	Full Powers	
3.0	Extension of duration of service contract post Award.	Director	Full Powers	Full Powers	
		ED/CGM	Up to one-year period of extension	Up to one-year period of extension	
		GM	Up to one-year period of extension for contracts awarded under 2.1 & 2.4	Up to one-year period of extension for contracts awarded under 2.1 & 2.4	
4.0	Variation in scope of work (other than duration of contract) post Award.	Director	Full Powers	Full Powers	
5.0	Termination of contract before expiry of period	Director	Full Powers	Full Powers	
6.0	Declaration of EIC/OIC	Director	Full Powers	Full Powers	
		ED/CGM	Full Powers	Full Powers	
		GM	Full Powers	Full Powers	

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Delegation of Powers

Section-VIII

Delegation of Powers for Roof Top Solar.

Section-VIII

DELEGATION OF POWERS FOR ROOF TOP SOLAR.

[Section inserted vide DOP Amd # 35/2025]

Sl. No.	Subject Matter	Officers Authorized to Exercise Power	Extent of Power
1	Administrative approval for procurement of works & empanelment of vendors and thereafter, award of works.	Director	Full Power
2	Major changes in RfS / EOI document (post award)	Director	Full Power
3	Termination of tendering process after initiating tendering process, but before issuance of LOA and foreclosure of contract.	Director	Full Power
4	Constitution of tender evaluation committee.	Head (RTS), not below the rank of GM	Full Power
5	Extension of date in respect of pre-bid, bid submission, bid-opening, eRA (if any), issuing clarifications including modification etc.	Head (RTS), not below the rank of GM	Full Power
6	Approval of Power Purchase Agreement (PPA) / Power Supply Agreement (PSA) / MOU / Agreements / Petitions / Affidavits.	Head (RTS), not below the rank of GM	Full Power
7	Approval of Technical sanction / detailed (pre-tender) cost estimate for works after administrative approval	CGM/GM	Full Power
8	Signing of approved Power Purchase Agreement (PPA) / Power Supply Agreement (PSA) / MOU / Agreements / Petitions / Affidavits.	CGM/GM/DGM	Full Power

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Delegation of Powers

Section-IX

Delegation of Powers for

Renewable Energy Implementing Agency (REIA)

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Section – IX

Delegation of Powers for Renewable Energy Implementing Agency (REIA)

[Inserted vide DOP Amd # 42/2026]

Note: Powers given herein below will be exercised for carrying out the functions of Renewable Energy Implementing Agency (REIA).

Sr. No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
1.0	Administrative approval for publishing Request for Selection (RfS) for selection of RE Power Developers	CMD	Full Power	
2.0	Approval for conducting tendering process and issuance of Letter of Awards to RE Power Developers			
2.1	Approval of Request for Selection (RfS) document, Power Purchase Agreement (PPA) and Power Sale Agreement (PSA) documents, including issuance of amendments thereto, for selection of RE Power Developers.	Director	Full Power	
2.2	Approval of Techno-Commercial Bid Evaluation Report, Financial Bid Evaluation / e-RA Report, and issuance of Letter of Award(s).	Director	Full Power	
2.3	Approval for issuing Clarifications to RfS document/PPA/PSA Documents	Head (REIA) not below the rank of GM	Full Power	
2.4	Approval for finalizing/extension of date of Pre-bid meeting, Last date of bid submission, Date of conducting e-RA process	Head (REIA) not below the rank of GM	Full Power	
2.5	Approval for constitution of Committee/Standing Committee for Preparation of Tender Documents/RfS Document/PPA/PSA etc.	The provision of Annexure–I of DOP shall be applicable. Wherever no provision exists, approval of Director shall be obtained.		
3.0	**Execution of Projects.**			
3.1	*Nomination/Declaration of Nodal Officer / Point of Contact for execution and monitoring of projects*	Head (REIA) not below the rank of GM	Full Power	

Sr. No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
3.2	Approval for issuing Amendment to Letter of Awards to the selected RE Power Developers in respect of matters for which provisions are incorporated in the RfS Document.	Head (REIA) not below the rank of GM	Full Power	
3.3	Approval for execution of projects through Special Purpose Vehicle (SPVs) of the Bidding company in line with provision of RfS Document.	Head (REIA) not below the rank of GM	Full Power	
3.4	All matters pertaining to execution of awarded contract for which provisions already exist in the RfS Document / PPA / PSA Document.	Head (REIA) not below the rank of GM	Full Power	
3.5	All matters pertaining to execution of awarded contract for which provisions does not exist in the RfS Document / PPA / PSA Document or which are deviations from the provisions thereof.	Director	Full Power	
3.6	Approval for constitution of Committee/Standing Committee w.r.t. matters pertaining to execution of contracts.	Director	Full Power	
4.0	Approval for submitting offer/proposal to DISCOMs/Buying Entities for providing services as Bid Process Coordinator/ Bid Implementing Agency or any other professional services	Director	Full Power	
5.0	Hiring of consultancy / services / advisory services contracts pertaining to REIA activities.	The provision of Sr. No. 31 of Section-1 shall be applicable.		
6.0	Commercial activities			
6.1	Signing or authorizing to sign affidavit / petitions and documents in respect of matters related to adoption of tariff and procurement of power for submission to different agencies like CERC, SERC and other regulatory bodies/ Appellate Court / Buying Entity (ies), DISCOMs, beneficiary states, etc.	Head (REIA) not below the rank of GM	Full Power	
6.2	**Signing or authorizing to sign affidavits, petitions and documents for submission to CERC / SERC / APTEL / Courts / Buying Entities / DISCOMs / beneficiary States etc., in respect of matters other than those covered under Sr. No. 6.1 above.**	Head (REIA) not below the rank of GM	Full Power	*Petitions and documents shall be signed after obtaining approval of Director.*
6.3	Signing of Power Purchase Agreement (PPA) and Power Sale Agreement (PSA).	Head (REIA) not below the rank of GM	Full Power	If required to be signed by officer below Head (REIA), authorization shall be accorded by Director.

Sr. No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
6.4	Approval of PPA / PSA documents in case of deviation from approved RfS / PPA / PSA provisions.	Director	Full Power	
6.5	Settlement of dispute with regard to surcharge, rebate, etc., with Buying Entity, DISCOMs, beneficiary states, Developers, Generators etc. on Energy Bills.	Director	Up to ₹25 lakh per Buying Entity per annum.	
		Head (REIA) not below the rank of GM	Up to ₹5 lakh per Buying Entity per annum.	Subject to intimation to the concerned Director.
6.6	Signing or authorizing to sign affidavits & regulatory compliances as per the Notification / Directives / Guidelines / Rules/ Regulations issued or to be issued by SERC/ CERC / APTEL / GOI and other regulatory bodies viz. CEA / GRID INDIA / RLDC / RPC/SLDC etc.	Head (REIA) not below the rank of GM	Full Power	
6.7	Approval of fee for Petition (Tariff, Miscellaneous, Review, Interlocutory and Regulatory Compliance, etc.) and Power Exchange Fees as per the notification /Directives / Guidelines/ Rules/ Regulations issued or to be issued by SERC /CERC / APTEL/ GOI/CEA and other regulatory bodies.	Director	Full Power	
6.8	Signing the monthly Energy Bills/Arrear bills/Other Bills (viz RLDC/NLDC/Supplementary Bill/PLI)/ Debit Note/Credit Note based on order issued by Regulatory Authority/Power exchanges/ Bilateral agreement signed by SJVN with beneficiaries.	Senior Manager and above	Full Power	
6.9	Approval for release of payment of Energy Bills/FERV Bills/Arrear Bills/Supplementary Bills/other bills (viz. RPD/WPD/SPD/BESSD/HPD/PSPD etc.) Debit Note/Credit Note including rebate based on order/communication issued by Regulatory Authority/Power exchanges/PPA/BESPA signed by SJVN with Developer/Generator.	Head (REIA) not below the rank of GM	Full Power	

Sr. No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
6.10	Administrative Approval for Bill Discounting including terms and conditions.	Director	Full Power	Under intimation to CMD.
6.11	To sign documents relating to Bill Discounting Transaction like Bill of Exchange (BOE), Debit Authority etc.	ED	Bill discounting Transaction beyond Rs. 200 Cr.	Subject to Administrative Approval for Bill Discounting including terms and conditions as per Sr. No. 6.9.
		CGM	Bill discounting Transaction upto Rs. 200 Cr.	
		GM	Bill discounting Transaction upto Rs.150 Cr.	
		DGM	Bill discounting Transaction upto Rs.100 Cr.	
		Sr. Manager	Bill discounting Transaction upto Rs.50 Cr.	
6.12	Engagement of legal counsels / experts for filing of Petition (Tariff, Miscellaneous, Review, Interlocutory and Regulatory Compliance), attending, hearing, preparing and submission of replies to Regulatory bodies viz. Supreme Court/ High Court/ Other Court/ APTEL/ CERC /SERC, etc.	Director	₹5 Lakh each case	1) In case of appearance in court, each hearing would mean each case.
		Head (REIA) not below the rank of GM	₹1 lakh in each case subject to a ceiling of ₹5 Lakh per annum	Subject to intimation to concerned Director.
6.13	Approval for issuance of the notice to Defaulting entity of SJVN for non- payment and non-maintaining of Letter of Credit and sale of such surplus regulated power on Power exchange platform through Trader.	Director	Full Power	Under intimation to CMD.

Sr. No.	Subject Matter of Delegation	Officers to whom Powers Delegated	Extent of Power	Reference / Remarks
6.14	Signing or authorizing to sign Short term/ Medium term /Long term Agreement with Trader/ Buying Entity (ies) for sale of regulated power.	Head (REIA) not below the rank of GM	Full Power	These powers shall be exercised subject to administrative approval accorded by Director for signing of Agreement.
7.0	Empanelment/hiring of legal counsel for REIA related works and approval of schedule of fee & other terms of the same.	Director (P) in consultation with CMD	Full Power	

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Delegation of Powers

Annexures

Annexure – I

CONSTITUTION OF TENDER EVALUATION COMMITTEE (TEC)

The Tender Evaluation Committee (TEC) will consist of one representative each from the Contracts/ Procurement Department; Indenting Department i.e. concerned Engineering/Erection/Construction Department and Finance Department, nominated by the Heads of the respective Department (s) at the appropriate level indicated below:-

Sl. No.	Level of Award	Level of Tender Committee	
		Corporate Office	Project
1	Sr. Manager (E-6)	E4	E4/E3
2	Dy. General Manager (E-7)	E5/E4	E5/E4
3	General Manager (E8(b))	E6/E5	E6/E5
4	Chief General Manager (E-8(a))	E7/E6	E7/E6
5	Executive Director (E-9)	E8(b)/E7	E8(b)/E7
6	Director	E8(b)/E7	E8(b)/E7
7	Chairman	E8(b)	E8(b)
8	Empowered Committee of Directors	E8(a) / E8(b)	-

Remarks:

1) Tender will be opened by the Tender Opening Committee comprising one duly authorised officer from Contracts/ Procurement Department (not more than one rank below the level specified for Tender Evaluation Committee) and finance representative (not more than two ranks below the level specified for Tender Evaluation Committee). In case of e-Tenders, no Tender Opening Committee shall be required for opening the Bids. [Amd # 10/2021 and Amd # 24/2023]
2) Constitution of Tender Evaluation Committee will be approved by award approving authority except the cases falling within the competency of ECOD/ Board, where the constitution of Tender Evaluation Committee will be approved by CMD.
3) The Coordinator of the Tender Evaluation Committee will be representative of Contracts/ Procurement Department.
4) In case of Turnkey/EPC contracts, whose award is beyond the power of Executive Director, the TEC shall comprise a representative from Electrical Design and Civil Design, as the case may be.
5) Finance Member in the Committee can be one level below the above levels.
6) CMD/Award Approving Authority (not below the rank of GM) can add more members to TEC depending upon case and requirement of work or relax the level of members of Technical Evaluation Committee in case of non-availability of requisite level of executive or in other compelling circumstances.

Annexure – II

Register of Purchase/Works Orders

Placed Without Prior Financial Concurrence

Sl. No.	Tender Notice No./ Inquiry No.	Date of issue of Notice/ Inquiry	Nature of Bid (Open/ Limited/ Single/Local Purchase)	Date of Opening	Names of Parties who submitted bids.	Name & Designation of Officers associated at the time of Opening of Bids.
1	2	3	4	5	6	7

Particulars of Work/ Supply	Name of Contractors/Suppliers to whom awarded	LOI/Acceptance Letter No. and Date	Value of Contract (₹)	Name & Designation of Approving authority	Scheduled Date of Completion	Signature of Officer (Not below the rank of Deputy Manager)
8	9	10	11	12	13	14

Annexure – III

Format for furnishing particulars of Local Purchase made by the Official / Committee to the Authority, who authorised the Purchase

1. Material with quantity authorized for purchase:

2. Name of the officer(s) who did the purchase:

3. Whether the price is regarded as reasonable (with reference to the prevalent market price or with reference to the previous purchase price taking into account any known variation in prices).

4. Particulars of order(s) placed:

Sl. No.	No. & date of the order(s)	Names & addresses of the party	Nature / Name of the Material(s)	Quantity	Unit	Value (₹)	Payment by Cash/ Cheque/ Bank Transfer
1	2	3	4	5	6	7	8
1.							
2.							

5. Certificate by Officer / Committee authorized for Spot Purchase:

"Certified that I (we) _____, (members of the purchase committee) am (are jointly and) individually satisfied that the goods purchased/ordered for supply are of the requisite specification and quality, at reasonable price, priced at the prevailing market rate and the supplier is reliable and competent to supply the goods in question."

Signature (1)	Signature (2)	Signature (3)
Name with Designation	Name with Designation	Name with Designation

Annexure - IV

CONSTITUTION OF STANDING COMMITTEE FOR RATE REVISION / ANALYSIS FOR No. 10 (i.e. IN RESPECT OF CONTRACT AWARDED ON APPROVAL OF BOD/ ECOD/ CMD/ DIRECTOR) OF SECTION – I OF DOP

Members of Standing Committee shall be as follows: [Amd # 15/2022]

i. Concerned GM in-Charge of the Works,
ii. Concerned GM of Corporate Cost Engineering Department
iii. Concerned GM of Corporate Contracts Division
iv. GM/DGM/SM of Project Finance

Remarks:

i) In case Senior Manager level officer is in-Charge of works or heads Cost Engineering/Contract/Finance, then Senior Manager level may be nominated from such department in the committee in place of GM.

CONSTITUTION OF RATE REVISION/ANALYSIS COMMITTEE FOR No. 11 (i.e. IN RESPECT OF CONTRACT AWARDED ON APPROVAL OF ED & BELOW) OF SECTION – I OF DOP

(i) Manager/DM (Works)
(ii) DM / Senior Account Officer (Project Finance)
(iii) Manager / DM (Project Contracts)
(iv) Manager / DM (Project Cost Engineering)

Remarks:-

(i) In the absence of Cost Engineering Cell at Project, officer from Project Planning or Department responsible for checking cost estimate at Project may be nominated.

Annexure V

LIST OF INSTITUTIONS
(Refer remarks under Cl. 16 of Guidelines for exercising the delegation of powers)

a) In case of consultancy assignments / special studies to be carried out by institutions like

1) Indian Institute of Technologies
2) National Institute of Technologies
3) Universities established under the Act of Parliament / State Legislature
4) India Meteorological Department (IMD)
5) Survey of India (SOI)
6) National Institute of Rock Mechanics (NIRM)
7) Indian Institute of Tropical Meteorology (IITM)
8) National Institute of Hydrology (NIH)
9) National Remote Sensing Centre (NRSC)
10) Central Soil and Material Research Station (CSMRS)
11) National Council for Cement and Building Material (NCCBM)
12) Indian Institute of Science (IISc)
13) Geological Survey of India (GSI)
14) Indian Council of Forestry Research & Education (ICFRE)
15) National Environmental Engineering Research Institute (NEERI)
16) Wildlife Institute of India (WII)
17) G.B Pant Institute of Himalayan Environment & Development
18) Archaeological Survey of India (ASI)
19) Central Inland Fisheries Research Institute (CIFRI)
20) Wadia Institute of Himalayan Geology
21) Forest Research Institute
22) National Botanical Research Institute
23) Botanical Survey of India (BSI)
24) Zoological Survey of India (ZSI)
25) Central Power Research Institute (CPRI)
26) National Institute of Wind Energy (NIWE)
27) North Eastern Hydraulic and Allied Research Institute (NEHARI)
28) Indian Institute of Geomagnetism (IIG)
29) National Geological Research Institute (NGRI)
30) Central Road Research Institute (CRRI)
31) Central Water Commission (CWC)
32) Central Electricity Authority (CEA)

b) In case of Services for Communication Infrastructure, Leased Line, V-Sat, Data Centre, etc. required by IT&C Division to be carried out by institutions like

33) **Bharat Sanchar Nigam Limited (BSNL)**
34) **Mahanagar Telephone Nigam Limited (MTNL)**
35) **Power Grid Corporation of India Ltd. (PGCIL)**
36) **Railtel**
37) **National Informatics Centre (NIC)**
38) **National Informatics Centre Services Inc.(NICSI)**

c) Any other Central/State Government institution working on no profit no loss basis

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Delegation of Powers

DOP Sub-Delegation & Clarification Orders

DOP SUB-DELEGATION OF ORDERS

Sr. No.	DOP Sub-Delegation Order No.	Order Date	Officers to whom Powers Sub-Delegated	Extent of Powers	Conditions (if any)
1.	1/2020	8 Sep 2020	Sh. S.K. Das, DGM (F&A), Rampur Hydro Power Station	Sub-delegated powers of level of AGM under DoP, for financial concurrence of proposals falling within the purview of Head of Project, RHPS	General Note 1 & 2
2.	2/2020	24 Sep 2020	Sh. Ravi Chander Negi, GM/ HOP Nathpa Jhakri Hydro Power Station	Delegated powers under Clause 46 of Section - III of Delegation of Powers-2020 Edition for administrative approval for purchase of mementoes for promoting business interests - upto 1 Lakh per occasion subject to an annual ceiling of Rs. 5 lakh.	General Note 2
3.	3/2020	21 Oct 2020	Head of Department (CFMD)	Delegated powers of General Manager under Delegation of Powers-2020 Edition	General Note 2
4.	4/2021	5 Apr 2021	Sh. Sanjeev Kaushal, DGM (F&A), Sunni Dam Hydro Electric Project	Powers of level of Sr. AGM under DoP- 2020 Edition, for financial concurrence of proposals falling within the purview of Head of Project, SDHEP	General Note 1 & 2
5.	5/2021	17 Sep 2021	Director (Personnel)	Authorized and sub-delegated full powers to execute and sign Power of Attorney for and on behalf of the Company in favour of any Officer of the Company and for any purpose deemed fit.	
6.	6/2022	14 Jul 2022	Sh. Sunil Choudhary, Head of Project/Sr. AGM, Luhri HEP-1	Sub-delegated powers of level of CGM under DoP-2020	General Note 1 & 2
7.	7/2022	17 Aug 2022	Sh. Ramesh Kumar Jindal, Head of Project/ Sr. Manager (Civil), Bagodara Solar Power Project	Sub-delegated powers of level of Additional General Manager (AGM) under DoP-2020 for Bagodara and upcoming Solar Power Projects in Gujrat.	General Note 1 & 2
8.	8/2023	22 May 2023	Sh. Arvind Kumar Gupta, Deputy General Manager, Electrical Contract Department	Sub-delegated powers of level of Additional General Manager (AGM) under DoP-2020	General Note 1 & 2

9.	9/2023	07 Dec 2023	Sh. Rajesh Gupta, Deputy General Manager (F&A), Naitwar Mori Hydro Electric Plant	Sub-delegated powers of level of Additional General Manager (AGM) for financial concurrence under DoP-2020.	General Note 1 & 2
10.	10/2023	09 Jan 2024	Sh. Arvind Kumar Gupta, Deputy General Manager, Electrical Contract Department	Sub-delegated powers of level of General Manager under DoP-2020	General Note 1 & 2
11.	11/2024	06 Dec 2024	Director-in-Charge/ Project.	With immediate effect and until further orders, powers for approval of tours under Clause 41.1 of Section – II of Delegation of Power (2020 edition) are temporarily sub-delegated as under:- i. *[Withdrawn vide DOP Amd.Order # 37/2025]* ii. Tour programme of all Directors and employees directly reporting to CMD and foreign visits of all employees will continue to be approved by CMD. iii. All officials are required to preferably seek prior approval before proceeding on official tours.	Temporary sub-delegation shall remain effective until the appointment of a regular CMD.
12.	12/2025	19 Aug 2025	Sh. H.M. Sinha, GM/ Head-Liaison Office, Delhi	Sub-delegated powers of level of Station Head under Section-III of DOP-2020	General Note 1 & 2
13.	13/2025	17 Sep 2025	Sh. B.R. Sethi, GM/ HOD (F&A) Shimla	Sub-delegated the powers of level of Chief General Manager for financial concurrence of proposals falling within the competency of the Director under DoP-2020.	General Note 1 & 2
14.	14/2025	09 Dec 2025	Sh. Tapender Singh, Sr. Manager/ Head (F&A), Dhaulasidh HEP	Sub-delegated powers of level of DGM (F&A) under Delegation of Powers (2020 Edition) for financial concurrence of proposals falling under the competency of CGM/ HOP (DSHEP).	General Note 1 & 2

GENERAL NOTES

1. The respective sub-delegation shall be effective till posting / placement of requisite level executive in the respective Department / Project and shall be subject to all other conditions/ remarks as originally provided in the DOP.
2. Further, the sub-delegation is functional in nature and will not entitle the delegatee to claim any additional remuneration, benefit, privilege etc. other than those available to them as per respective designations in any manner.

DOP CLARIFICATION ORDERS

SJVN Limited
Company Secretariat, Shimla

SJVN/CHQ/CS/31/2024-**3022-71** Date: 07 August 2024

OFFICE ORDER

Sub: Delegation of Powers – 2020 Edition – Clarification # 1/2024

It is hereby clarified that Clause No. C55(iv) of Guidelines for exercising the DOP as incorporated vide DOP Amendment Order # 11/2021 shall not be applicable for Consultancy Services obtained under Clause 31.2.4 of Section – I of DOP.

This issues with the approval of the Competent Authority.

(Soumendra Das)
Company Secretary

SJVN Limited
Company Secretariat, Shimla

SJVN/CHQ/CS/31/2026-**2479-2530** Date: 05 June 2026

OFFICE ORDER

Sub: Delegation of Powers – 2020 Edition – Clarification # 2/2026

A clarification has been sought regarding determination of the competent authority for Technical Approval under Clause 10.1.1 & 10.1.2 of Section-I of the Delegation of Powers in cases where Civil Works, Hydro-Mechanical Works, Electro-Mechanical Works and/or other components are awarded under a single composite EPC Contract.

In this regard it is hereby clarified that the item of work (Civil/HM/EM) constituting the major portion of the Contract value shall be the governing factor for determining the application of clause 10.1.1 or 10.1.2.

This issues with the approval of the Competent Authority.

(Soumendra Das)
Company Secretary