

DHBVN

**FINANCIAL DELEGATION OF
POWERS**

(as amended up to 31.10.2016)

DAKSHIN HARYANA BIJLI VITRAN NIGAM

FINANCIAL DELEGATION OF POWERS

(As amended up to 31-10-2016)

Sr. No.	Nature of Power	To whom delegated	Delegation in Rs.	Remarks
1. WORKS CHARGEABLE TO CAPITAL/REVENUE HEADS OF ACCOUNTS				
1	To convey administrative approval in respect of all type of Capital works relating to residential/non residential buildings, new transmission lines, augmentation of sub stations and lines and laying of new connections and research scheme, if any.	WTD CGMs GMs DGMs	Full Power Rs. 1 Crores Rs. 50 Lacs Rs. 15 Lacs	Provided that the works are of productive nature and financially justified or cost of service is recovered in full and expenditure is met from within the budget provision under the major/minor head. Note: - Instructions issued by Head office for execution of works is also an administrative approval.
1.1	To convey administrative approval to incur expenditure towards Maintenance/special repairs of works during construction.	CGMs GMs DGMs	Rs. 5 Lacs Rs. 1 Lac Rs. 50,000/-	i) The total project cost does not exceed the project estimates as per approved scheme to which the particular work belongs. ii) The approval accorded by the CGMs/GMs does not involve in any change/increase in the scope/quantum of the work specifically provided in the project estimate/work estimate. iii) The expenditure is restricted to the budgetary provisions for the year.
1.2	To convey administrative approval for Capital/revenue expenditure on repair/special repair and Carriage of moveable assets, T&P, Vehicle etc i.e. for Petty works & special repairs and Renewal & replacement of existing works.	WTDs CGMs GMs/HOWs DGMs AGMs	Full Powers Rs. 2 Lacs Rs. 1 Lacs Rs. 40,000/- Rs. 20,000/-	
2. ESTIMATES FOR WORKS CHARGEABLE TO CAPITAL HEAD OF ACCOUNTS				
2.	To convey technical sanction to the detailed estimates to works chargeable to Project, augmentation of sub station and lines, estimates connected with fundamental research scheme and for releasing of service	CEs SEs	Full powers Rs. 2 crores	Provided that the expenditure is met with from the budget provision and works are of productive nature.

	connections.	XENs SDOs	Rs. 50 Lacs Rs. 2 Lacs	
2.1	To convey technical sanction to the estimates for repairs and carriages of T&P including special T&P other than the Motor Vehicles, Tractor etc. and for special repairs of Board's vehicles chargeable of capital/revenue and to sanction estimates for T&P including special T&P and tents etc.	CGMs GMs DGMs AGMs	Full powers Rs. 1 Lac Rs. 40,000/- Rs. 20,000/-	
2.2	To convey technical sanction to detailed estimates for Maintenance and special repairs of works under construction chargeable to Project Estimates/Schemes already approved by the Nigam.	CGMs GMs DGMs	Full Powers Rs. 2 Lacs Rs. 50,000/-	Subject to such restrictions as the CGM may impose.
2.3	To convey technical sanction to detailed estimates for survey preliminary to the preparation of schemes.	CGMs GMs DGMs	Rs. 5 Lacs Rs. 2 Lacs Rs. 1 Lacs	Provided prior approval of the Nigam is taken to investigate the scheme.
2.4	To convey technical sanction to detailed estimates for purchase of T&P including special T&P other than the Motor Vehicle, Tractors etc. chargeable to capital Estimate already administratively approved.	CGMs GMs DGMs	Full Powers Rs. 1 Lac Rs. 50,000/-	
2.5	To convey technical sanction to detailed estimates for the purchase of Motor Vehicles, Tractors etc.	CGMs GMs	Full Powers Rs. 10 Lacs	Subject to grant of administrative approval by the competent authority.
2.6	To convey administrative and technical sanction to detailed estimates for the working of Motor vehicles, Tractors etc. chargeable capital/revenue.	GMs DGMs	Full Powers Rs. 2 Lacs	
2.7	To divert provision for contingencies of a sanctioned estimates to new works or T&P or repairs not provided for in the estimate.	GMs DGMs	Full Powers Rs. 50,000/-	Subject to prior approval of CGM.
3. ESTIMATES FOR WORKS CHARGEABLE TO REVENUE HEAD OF ACCOUNTS				
3	To convey technical sanction to detailed estimates: - a) For petty original works including new works. b) For renewals and replacement of existing works	CGMs GMs DGMs CGMs	Full Powers Rs. 1 Lac Rs. 50,000/- Full Powers	Up to 5% in excess of the amount administratively approved by the competent authority and provided that in the case of residential buildings the cost of special repairs does not exceed the following limits relating to the calculation of standard rent:-

		GMs DGMs AGMs CGMs/HOWs GMs DGMs CGMs GMs DGMs	Rs. 5 Lacs Rs. 2.5 Lacs Rs. 50,000/- Full Powers Rs. 50,000/- Rs. 10,000/- Full Powers Rs. 10 Lacs Rs. 2 Lacs	Class of Buildings	Description	Assessable %age on the present day capital cost of the buildings excluding.	
	c) To convey technical sanction to detailed estimates for special repairs including repairs for motor vehicles, tractors etc. d) To convey technical sanction to detailed estimates for maintenance and repairs					Value of site. Spl.	Ordinary Repairs
				A. those in good order built by the State Govt./ Nigam in a Semi- Permanent style i.e. With pucca foundations, Kutch-pucca outside Walls, lime pointed Pucca parapets and Chimneys terraced Jack arch or wooden Karri roof over still Girders.	1/2	1 to 3	
				B. Those not in good order/ Build by State Govt. /Nigam.	3/4	3 to 5	
3.1	To approve administratively and convey technical sanction to estimates for repairs and carriage of T&P including special T&P other than the Motor Vehicles, Tractor etc.	GMs. /HOWs. DGMs AGMs	Full Powers Rs. 40,000/- Rs. 20,000/-				
3.2	To sanction Deposit works.	CGMs GMs DGMs AGMs	Full Powers Rs. 10 Lacs Rs. 2 Lacs Rs. 50,000/-				
3.3	a) To divert provision for contingency of a sanctioned estimate to new works or repairs not provided for in the Estimates.	GMs DGMs	Full Powers Rs. 50,000/-	Subject to prior approval of CGM.			

	b) To convey technical sanction to the estimate for purchase of new vehicles/tractor etc.	CGMs GMs	Full Powers Rs. 10 Lacs	
3.4	To convey sanction to the payment of demurrage/wharfage charges debit able to contingencies of estimate.	WTDs CGMs GMs DGMs	Full Powers Rs. 50,000/- Rs. 25,000/- Rs. 5,000/-	
4. POWERS TO SANCTION PURCHASES OF EQUIPMENTS AND STORES				
4(a)	To Purchase material/equipment/ T& P	SPC HPPC (Nigam) HPPC(Govt)	Upto Rs. 50 lacs Above Rs. 50 lacs to Rs. 10 crores Above 10 crores	<ol style="list-style-type: none"> 1. The Powers will be exercised for capital works only subject to ceiling of budget provision of the year. 2. Field officers will purchase material as per terms & condition of purchase regulations. 3. Purchase is to be made by competent authority after sanction of Scheme by funding agency. However, in emergent cases the PO can be placed with the prior approval of Director/MD. 4. NAC shall be obtained from the CoS in all cases before purchases. 5. Variation in rates can't be more than 5% from the rates of MM organization wherever applicable.
4(b)	Against specific works	SEs in OP/Const./M&P Through Circle Purchase Committee	<p>Up to Rs. 5 Lacs in each case with a quarterly and annual ceiling of Rs. 15 lacs and 50 lacs respectively.</p> <p>In case the expenditure exceeds the quarterly/annual ceiling, prior approval of the WTDs would be required.</p>	<p>Subject to the condition as laid down below: -</p> <ol style="list-style-type: none"> i) The SEs will not purchase any item without obtaining non-availability certificate from the COS. ii) The SEs can affect purchases by e- tenders or by limited enquiries, wherever permitted by extent Nigam instructions. The name of the firms in case of limited enquiry shall have to be approved by the CE. iii) No purchases will be affected either through spot purchase or by going to Delhi etc Such purchases will only be affected with approval of WTDs. iv) All the Purchases in the circle will be subject to the condition that funds are specifically available for the purpose in the budget.

	ii)For propriety item from original manufacturers	SEs (Through CPC)	I) Rs. 1 Lac II) Rs. 5 Lacs with the approval of concerned CE [For items of more than Rs. 5 lacs, the same are to be purchased under DoP Sr. No. 4 (a)]	
4.3	Purchase of matching material to complete the works	DELETED		
4.3.1	Casual requirements (petty purchases)	XEN in charge of Divn. SDO in charge of S/Divn.	Rs. 2500/- at one occasion (annual ceiling Rs. 25000/-) Rs. 1000/- at one occasion. (annual ceiling Rs.10,000/-)	For purchase of material without calling formal quotation, but a certificate be recorded that the material has been purchased at competitive rates (after ascertaining the rates orally) 2. Monthly ceiling for local purchase is Rs. 20,000/ for each sub division per month is inclusive of expenditure under Sr. No. 4.2 for urgent requirement.
5	To purchase material for civil works other than cement and steel against specific works.	CGMs GMs DGMs	Rs. 5 lacs in each item against sanctioned estimates. Rs. 2 Lacs in each item against sanctioned estimates. Rs. 50,000/-in each item against sanctioned estimate.	These powers will be exercised by field officers as per list S subject to the condition that: - 1) Prior approval of the higher authority is obtained; if a tender other than lowest except on ground of the technical suitability is accepted. 2) Purchase is not in excess of the provision made in the sanction estimate. 3) For purchase of material on urgent requirement from market without formal quotation, a certificate should be given that the material has been purchased at competitive rates after ascertaining the rates orally. The purchase will be restricted to the following limits: -

		AGMs	Rs. 5,000/- in each item against sanctioned estimate.	GM Rs. 5000/- at once DGM Rs. 2500/- -do- AGM Rs. 1000/- -do-
5.1	To purchase Bricks at control rate against specific works.	DGMs	Full Powers	
5.2 (a)	To purchase material and spare parts of equipment & machinery for running & Mtc. of workshop and manufacturing process.	CGM (MM) through SPC GM (Stores) through CPC DGM (T&S) through DPC	Rs. 10 Lacs in each case. Rs. 2 Lacs in each case. Rs. 50,000 in each case	The purchase shall be made as per purchase regulations and within the provision of sanctioned estimate and budget.
(b)	Emergency requirement any item.	GM (Stores) DGM (T&S) AGM (TRW)	Rs. 5,000 each item Rs. 2500 each item Rs. 1000 each item	1) These powers will be exercised in case of emergency/urgent requirement after calling spot quotations, at competitive rates. 2) Emergency to be defined in detail for all purchases. 3) The total purchase under these powers will be exercised up to a ceiling of Rs. 50 Lacs per annum for T&S division as a whole.
6.	To sanction the payments of Insurance charges for equipment and material purchased for stock and works and sent for repairs.	CGMs GMs DGMs	Full powers Rs. 50,000/- Rs. 10,000/-	
6.1	To draw the material from stores or manufactured articles for which due provision has been made in a sanctioned estimate.	AGMs	Full Power	Subject to the limit of provision for respective items in the sanctioned estimate or budget allotment, which ever is less.
6.2	Manufacture of material from Nigam's workshop for stock and works.	CGMs GMs DGMs	Full Powers Rs. 2 Lacs in each case Rs. 50,000/- in each case	Subject to Reserve stock limit and provision in the sanctioned estimate not being exceeded in the case of manufacture for stock and for works respectively.

5. ISSUANCE OF WORKS ORDERS IN RESPECT OF WORKS OTHER THAN CIVIL WORKS				
7.	To approve allotment of turnkey works by contract/ Nigam's workshop.	HPPC (Govt.)	Above Rs. 50 crores	<p>Where the quoted rates are not reasonable, the negotiation shall be held as per instructions of the Nigam issued from time to time.</p> <p>Subject to the conditions that: -</p> <ol style="list-style-type: none"> 1. The quoted rates are not more than 5% of the estimated cost. 2. The estimated cost of works/turnkey projects shall be worked out as per rates circulated by the office of CE/P&D. 3. In case, the lowest quoted rates are higher than 5% of the estimated cost, the case should be put up to the HPPC (Nigam) for the decision. 4. The approval of next higher authority would be obtained if a tender other than the lowest is to be accepted and in such cases, the reasons would be recorded in details. 5. Work order is to be placed by the competent authority only after sanction of scheme by funding
		HPPC (Nigam)	Up to Rs. 50 crores	
		WTDs	Rs. 5 crores	
		SE (through CPC)	Rs. 20 lacs with quarterly and annual ceiling of Rs. 75 lacs & Rs. 2.5 crore respectively.	
		XEN (through DPC)	Rs. 2 lacs with quarterly and annual ceiling of Rs. 10 lacs & Rs. 25 lacs respectively. (In case the requirement of extra expenditure is observed, approval of WTDs shall be required)	
		SE (through CPC)	Full powers for deposit works where 100% amount has been deposited by the beneficiary (except	

			tube wells connections for which latest instructions from the Nigam shall be followed)	agency. However, in case of emergency prior approval of Director/MD is to be obtained.
7.1	To sanction testing charges for testing oil, water samples, pollution control levels, soil testing etc.	CGMs GMs DGMs AGMs	Full Powers Rs. 20,000/- Rs. 10,000/- Rs. 5,000/-	(i) Subject to the condition testing is got done from Govt. /Semi Govt. Test Houses. (ii) Cash payment would be permissible for testing charges up to Rs. 10,000/- in each case.
7.2	To approve allotment of work at labour rate contract	SPC CEs SEs (CPC*) XENs (DPC*)	Full Powers Rs. 10 lacs Rs. 2 lacs Rs. 50,000/-	1. The work to be allotted as per schedule of labour rates+applicable premium approved by the Board of Directors. 2. Where the value of work exceeds Rs. 2 lacs, the case shall be put up to the Chief Engineer through the CPC for approval.
6. EXCESS OVER ESTIMATES				
8.	To pass finally all excesses on the amount of original estimates sanctioned by himself or by higher authorities and on the amount of revised estimates sanctioned by himself or higher authorities (Both administratively & technically).	CGMs GMs DGMs AGMs	Full Powers As per actual expenditure provided the amount does not exceed the limit of their powers to sanction estimates technically/ administratively.	
7. MISCELLANEOUS POWERS				
9.	To sanction repairs and carriage of T&P (Both Technical & other items).	GMs DGMs AGMs	Full Powers Rs. 10,000/- Rs. 1,000/-	
9.1	To sanction cartage/carriage transportation and handling of stock material.	XEN (I/C Store)	Rs. 10,000/- in each case with annual ceiling of Rs. 1.00 lac.	

9.2	To sanction transportation of distribution transformers and other material through private transport.	(i) CoS (ii) SE (OP/Const.) (Through CPC)	Full powers Full powers	Through rate contract to be approved by CE/MM as per stated procedure in DoP Sr. No. 4 (c). 1. Subject to the condition that rates allowed are not more than CoS rates. 2. For cases more than Rs. 5 lacs approval of CE to be obtained.
10	To sanction manufacture estimate for material for stock/works.	CGMs GMs DGMs AGMs	Full Powers Rs. 2 Lacs Rs. 50,000/- Rs. 10,000/-	Subject to the condition that reserve limit of stock, is not exceeded. Provided that the provision for material should not exceed in the sanctioned estimates for works.
11	To sanction sale of articles on the stock accounts for full value plus usual charges of 10%.	CGMs GMs DGMs	Rs. 5 Lacs Rs. 50,000/- Rs. 20,000/-	These powers only be exercised for sale of material to Govt. and Semi Govt. Institutions/HPGC/HVPN/UHBVN and to such consumers who might need it in connections with the completion of their installation for the purpose of getting supply of power from the Nigam except imported items, which are to be disposed off with the approval of the BOD. The addition of 10% may however be waived of by the authority empowered to sanction the sale in the case of stock which has been declared surplus by competent authority and which in his opinion, would otherwise be un-serviceable.
12	Disposal of material borne on books without value by auction or by calling bids.	CGM/MM	Full Powers	Provided the material is returned to store and taken on books by store department.
12.1	Disposal of surplus/unserviceable or obsolete material/T&P articles borne on books with value.	BODs WTDS Disposal Committee	Full Powers Rs. 1 Crore Rs. 50 Lacs	
12.2	To declare stores/T&P, surplus unserviceable or obsolete, borne on books with value:	Board (Unit Price & lot) WTDs i) Unit Price ii) Lot Disposal Committee i) Unit Price. ii) Lot	Full Powers Up to Rs. 5 Crores. Rs. 10 crores. Up to Rs. 10 Lacs. Rs. 1 Crore.	Provided the provision of Para 4.40 of PWD code are compiled with and it is certified that the material declared surplus will not be required for the execution of any of the Nigam's works in near future and the material declared as unserviceable or obsolete is beyond repairs or renovation.

	a) To declare stores surplus/unserviceable or obsolete.	CGM/MM/CGM/Const./ CGMs	Up to Rs. 2 Lacs in each case.	
	b) To declare T&P surplus/unserviceable or obsolete.	GMs	Up to Rs. 1 Lac.	
12.3	To dispose of material, T&P articles (borne on stock with value) declared surplus, unserviceable or obsolete and sanctioning resultant loss therein if any.	WTDs	Full Powers (one item of Rs. 10 Lacs at one auction).	The authorities sanctioning to write off shall satisfy themselves that the loss has not resulted from excess or injudicious purchases of stores.
13	To sanction the sale of grass, trees or other produce in the Nigam's lands.	CGMs GMs DGMS	Full Powers Rs. 10,000/- Rs. 5,000/-	
14	To sanction dismantlement of service connections installed by the Nigam: - a) Where connections remained idle for six months or more. OR b) Where connections have remained idle for less than six months but theft of electric energy/equipment is apprehended.	CGMs GMs DGMS AGMs	Full Powers Rs. 5 Lacs Rs. 2.5 Lacs Rs. 1 Lacs	Provided that: - i) All dismantled material is returned to stores and accounted for with value. ii) A monthly report of such dismantlement will be sent to the next higher authority.
14.1	To sanction dismantlement of service connections sub mains, mains, transmission lines and other equipment installed by the Nigam.	DGMS AGMs	Full Powers Rs. 1 Lacs	When the dismantlement is undertaken for the purpose of augmentation or replacement. Proper estimate for the augmentation or replacement should be prepared and sanctioned by the competent authority. Materials dismantled from the old works be regularly returned to stores or if needed can be utilized on new works with the specific approval of DGM and the accountal should be made immediately.
14.2	To sanction dismantlement of temporary building and structures when the purpose for which their constructions undertaken, had been fulfilled.	CGMs	Full Powers	
15	To write off Petty/appliances/Lab items such as syringes/needles, B.P. Apparatus, Thermometer, Test Tubes, Pipettes, Glass Slides, Cover slips and red covers/sheets etc. etc.	CMO/SMO In charge Health Centre.	Rs. 20,000/- per annum.	

15.1	Survey off of Vehicles.	GMs	Full Powers	<p>Provided that: -</p> <p>i) Each vehicle has served its normal period of life & mileage as given below: -</p> <table border="1" data-bbox="1795 256 2521 475"> <thead> <tr> <th>Type of Vehicle</th> <th>Life</th> <th>Mileage</th> </tr> </thead> <tbody> <tr> <td>1) Jeep/Pickup</td> <td>7 years</td> <td>1,60,000 KM</td> </tr> <tr> <td>2) 3 Ton Truck</td> <td>7 years</td> <td>3,20,000 KM</td> </tr> <tr> <td>3) 5 Ton Truck</td> <td>7 years</td> <td>4,80,000 KM</td> </tr> <tr> <td>4) 7 Ton Truck</td> <td>7 years</td> <td>-do-</td> </tr> <tr> <td>5) Tractor Trailers</td> <td>15 years</td> <td>1,60,000 KM</td> </tr> </tbody> </table> <p>ii) The cost of repairs is not commensurate with the period of Vehicles can serve after repair. The vehicles are inspected jointly by the GMs and DGM. In charge of the Divisions concerned who will form the Condemnation Committee for the purpose for each Division. Any case, which is not covered under (I), (ii) & (iii) above, shall be decided by the Committee of Director concerned and Director/Finance.</p>	Type of Vehicle	Life	Mileage	1) Jeep/Pickup	7 years	1,60,000 KM	2) 3 Ton Truck	7 years	3,20,000 KM	3) 5 Ton Truck	7 years	4,80,000 KM	4) 7 Ton Truck	7 years	-do-	5) Tractor Trailers	15 years	1,60,000 KM
Type of Vehicle	Life	Mileage																				
1) Jeep/Pickup	7 years	1,60,000 KM																				
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4) 7 Ton Truck	7 years	-do-																				
5) Tractor Trailers	15 years	1,60,000 KM																				
15.2	To sanction the writing off finally of the irrecoverable value of Stores, T&P articles or Public money lost by fraud or by the negligence of individuals or other causes.	<p>Committee of Director/OP & Director/FIN. OR CGM (FINANCE). CGMs</p> <p>GMs</p> <p>DGMs</p>	<p>Full Powers (in each case.</p> <p>i) Up to Rs. 1 Lac (in each case (For irrecoverable loss due to theft of Material only).</p> <p>ii) Up to Rs. 2 Lacs (in each case in consultation with Chief Auditor.</p> <p>Up to Rs. 50,000/-) (in each case) Up to Rs. 20,000/-) (in each case</p>	<p>The concerned GM would recommend to CGM in charge whether departmental instructions were followed to safeguard the interest of the Nigam or not. In case of departmental instructions were observed, he may recommend the closure of the case to the CGM, and to write off the amount involved. In case any lapses are observed, the defaulters would be identified and action initiated.</p> <p>A report of all such cases decided by GM/DGM would be sent to the CGM/Audit for preparing half yearly reports for consideration/information of the Board of Directors.</p>																		

15.3	To write off Articles of T&P/office furniture & office equipments rendered unserviceable through wear and tear.	Head of Wing GM/COS DGMs	Rs. 1 Lacs Rs. 50,000/- Rs. 20,000/-	On the basis of value of article worked out as per FC&PS to Govt. of Haryana (E&IT Department). Office letter no. 3/20/2000/3-SIT/4375 dated 5.10.2007.
16	To sanction write off from returns of T&P where only part values have been recovered (issued to the parties other than the Board employees).	CGMs GMs DGMs AGMs	Full Powers Rs. 20,000/- Rs. 5000/- Rs. 500/-	After conducting detailed enquiries and recording reasons thereto.
16.1	To write off actual losses of stock and T&P articles, shortages/breakages of various equipments.	CE SE XEN	Full Powers Rs. 50,000/- Rs. 10,000/-	The competent authority may write off shortages, breakages including oil, found in damaged equipments up to a maximum of 10% of cost of the equipment after conducting detailed enquiry by the concerned XEN-in-Charge. Regarding reasons thereof to justify the shortage. Limit of Transformer oil to be waived off is up to 30% of capacity of the Transformer.
17	To sanction write off book lost or rendered un-serviceable in their own and in subordinate offices, if any.	Head of Wing GM DGM	Full Powers Rs. 1000/- in each case Rs. 500/- in case	
17.1	To waive recovery of charge on account of forfeited discount or surcharge levied on bills or electrical energy.	CGMs GMs DGMs	Rs. 5000/- in each case. Rs. 2000/- in each individual case Rs. 1000/- in each individual case	Provided that the forfeited discount or the levy of the surcharge is not due to the fault of consumer.
18	To remit and write off irrecoverable arrears of the cost of electrical energy, meter rent and general charges due from consumers.	BOD WTDs	Full Powers Up to Rs. 5 Lacs in each case.	
18.1	To write off irrecoverable amounts outstanding in the Misc. advances.	WTD's CGMs GMs DGMs	Full Powers Rs. 2000/- in each case. Rs. 1000/- in each case. Rs. 500/- in each case.	Provided that the amount has been outstanding for more than 5 years and declared as irrecoverable.

19	To sanction refund of excess un-justified amount deposited by a consumer in the first instance in excess of the unjustified amount, as per Sales Instructions, or excess deposited by the consumer in respect of fixed service connection charges/estimated amount against deposit works.	GMs DGMs	Full Powers Up to Rs. 20,000/- in each case.	Subject to the conditions that: - Refund is due to the revision of justification slip and refunding officer certified that the refund is quite justified and the amount so deposited by the prospective consumers in the first instance is in excess of the un-justified amount. However, no refund/benefit is to be allowed to any consumer where the reduction in the cost of execution of work is due to use of dismantled/other materials valued at less price.
8. POWERS TO SANCTION EXPENDITURE OF RECURRING/NON-RECURRING CONTINGENCIES				
20(a)	To sanction contingent expenditure of a recurring nature/non-recurring expenditure not otherwise provided for in these delegations.	Head of Wing GMs DGMs/DGM (T&M) SMO/MO AGMs	Rs. 1,00,000/- PA Rs. 50,000/- PA Rs. 25,000/- PA Rs. 5,000/- PA Rs. 15,000/- PA	The powers will be exercised in respect of the following items: - 1) Insurance charges of staff car, Trucks & Jeeps. 2) Getting photostat copies done from the open market. 3) Additions and alterations to existing telephones provided by the BSNL authorities such as provisions of extra wire to telephone additional point etc. 4) Purchase of locks, fluorescent tubes table lamps and all other articles except office furniture which are being used as office equipment. 5) Purchase of clocks, time pieces, electric fans and heaters. 6) Purchase of articles relating to hot and cold weather arrangement. 7) Refrigerator, Desert Air Cooler, AC, Water cooler etc. 8) Purchase of Umbrella. 9) Packing materials for packing parcels sent out of Nigam's HQ office (Wood, Hessian, cloth, nails etc.) 10) Preparation of name plates & office Board. 11) Purchase of electric goods, call bells, lamps,

				locks, holders wires etc. 12) Any other item not specified. Note: - The powers will be exercised only if order is to be placed at the lowest rates. In case the quotation other than the lowest is to be accepted for one reason or the other sanction of next higher authority shall be obtained.
20(b)	To sanction Expenditure on rallies & meeting with Public, Consumer and other Concerned Group.	GM (OP)	Rs. 6 Lacs PA	Such programme to be approved by the Nigam.
20(c)	To sanction expenditure on activities under taken by Vigilance wing.	DGM (Vig.)	Rs. 50,000 PM	Subject to availability of budget grant.
20(d)	To incur expenditure for Petro/Diesel/Lubricants/Insurance Charges/ other charges incurred on vehicle	DGM/T&M	Rs. 50 lacs PA	The expenditure should be in accordance with the instructions in force and as per the procedure approved by the GM (Admn.)
21	To sanction installation of new telephones.	Head of Wing/GM	Full powers (As per scale approved by the Nigam).	
22(a)	To sanction posts of part time Class-IV employees whose pay is chargeable to contingencies.	WTDs	Full Power	Subject to Dy. Commissioner's rates.
22(b)	To grant 89 days extension to part time Class-IV employees chargeable to contingencies.	CGM/HR & Admn.	Full Power	One day break is to be provided before granting extension.
23	To incur expenditure of recurring nature on entertainment/refreshment for their own office.	GM/Admn. HOWs GMs DGMs/DGM (HR)/DGM (Acct./Audit/Finance)/ DGM/ IR AGMs/AGM (Acct./Audit/Finance)	Rs. 1 Lac PA Rs, 12,000/- PA Rs. 8400/- PA Rs. 3600/- PA Rs. 1200/- PA	
24	To incur expenditure of recurring nature on entertainment/refreshment for Nigam's guests, other meetings with the approval of M.D. or respective Whole Time Director to whom the meeting relates.	MD or respective Director GM/Admn. GM/OP.	Full Powers Rs. 2 Lacs PA Rs. 20,000/- PA	The expenditure up to Rs. 1 Lac per annum will be approved by GM/Admn. If the expenditure exceeds the above limit approval of WTDs will be required.

25	To sanction contingent expenditure of recurring nature on payment of subscription/contributions/renewal of annual subscription to societies.	MD/Director(s) Head of Wing	Full Powers Rs. 25,000/- PA	
9. NON-RECURRING EXPENDITURE				
26	To sanction cancellation charges of tickets booked in advance for journey by Air/Bus or Rail	Controlling Officer who has the authority to approved the journey.	Full Powers	
27	To sanction local purchase of medicines. In cases of exceptional illness (serious patient and to meet extra ordinary demand).	CMO/SMO In charge. Purchase committee consisting of GM (OP)/Admn., SMO/MO and AGM (Accounts) to be nominated by CGM (Accounts) M.O. In charge GM	Up to Rs. 10,000/- in each case on DGSD/Haryana Govt. Rate contract with annual ceiling of Rs. 5 Lacs. Rs. 20,000 in each case for items not born on DGS&D/Govt. Rate Contract with annual ceiling of Rs.5 lacs Rs. 500/- in each case. Up to Rs. 1000/- on the recommendations of MO/Sr. MO in each case where Nigam Dispensary exists.	1) At lowest Hospital Rates 2) The procedure to be followed shall be inline with the circular issued by CGM (Finance) vide his memo No. Ch-91/CGM (FINANCE)/FIN-320 dated 10.5.2007
28	To sanction and payment of demurrage and warfare charges out of contingencies of the estimates concerned or stock storage as the case may be	WTDs CGMs GMs DGMs/Dy.GM (T&M)	Full Powers Rs. 20,000/- PA Rs. 10,000/- PA Rs. 2000/- PA	Provided that the amount had become payable due to unavoidable circumstances.
29	To sanction and make purchase of office furniture from Super Bazaar or consumer Coop. Stores or market on hand quotations.	Head of Wing/GMs DGMs	Rs. 2 Lacs at one time for each office Rs. 25,000/- at one	Provided that the articles are purchased at competitive and lowest rates and subject to the condition that:-

		AGMs	time for each office Rs. 10,000/- at one time for each office	i) The scale/norms prescribed by the Board from time to time are observed. ii) Total expenditure on the purchase is restricted to the actual provision in the Budget estimate.
30	To sanction expenditure on service postage stamps.	Head of Wing GMs DGMs DGM/GEN. ADMN. AGMs Chief Comm. Officer	Full powers for their office and offices subordinate to them. Rs. 10,000/- at one time. Rs. 5000/- at one time. Rs. 10,000/- at one time. Rs. 2000/- at one time. Rs. 5000/- at one time.	
31	To sanction rent of building and lands hired for office and store accommodation.	WTDs Head of Wing GM DGM	Full Powers Rs. 20,000/- PM for office subordinate to them & their own offices. Reasonability of rent will be recommended by a committee of GM, DGM & AGM/Accounts wherever the rent demand is beyond B&R Norms. Rs. 10,000/- PM Rs. 5,000/- PM	Subject to the condition that:- i) When accommodation is provided in a building partly used as private residence then rent may be calculated proportionately on the basis of plinth area. ii) Lease is entered into for a period of more than one year ii) The reasonability of rent will be recommended by the committee of GM, DGM & AGM/Accounts wherever the rent demanded is beyond the B&R norms.
32	To sanction expenditure in connection with all sorts of legal cases including counsel fee, writ fee, execution of	WTD/L.R. Head of Wing	Full Powers Up to Rs. 50,000/- in	The cases involving expenditure beyond Rs.

	decrees, awards, arbitrators fee and departmental enquiries cases etc.	GMs DGMs	each case Rs. 20,000/- in each case. Rs. 5,000/- in each case.	25,000/- with the approval of MD/Director (Finance).
33	To sanction and make local purchase of stationery articles, including tracing paper/tracing cloth and Azo ammonia paper, diaze paper and developing order.	WTDs Head of Wing GMs DGMs AGMs/SMO/MO Chief Comm. Officer	Full Powers Rs. 50,000/- in each case. Rs. 25,000/- in each case Rs. 5,000/- in each case Rs. 1,000/- in each case. Rs. 5000/- in each case	
34	To sanction or make local purchase of Toner Ink and other consumable items for computers, Fax/Photostat/cyclostyling machines.	Head of Wing GMs DGMs/Dy.GM./T&M/Ops	Rs. 6,000/- in each case Rs. 3,000/- in each case Rs. 1500/- in each case.	Limited up to Rs. 25,000/- P.A.
35	To sanction the purchase of books and maps for official use and purchase of Ferro Chemicals.	Head of Wing GMs DGMs Chief Comm. Officer	Full Powers Rs. 10,000/- PA Rs. 5,000/- PA+set of books prescribed for sub division. Rs. 25,000/- PA	Provided expenditure on any book does not exceed Rs. 1000/- excluding postage.
36	To purchase cloth and other items of uniforms for summer and winter liveries for entitled employees, OR To allow cash reimbursement as per norms fixed for purchase of uniforms or other items/minor items such as caps, belts, whistles, badges, woolen shocks, shoes, jersey etc. to the entitled employees.	DGMs for Divisions, Circle offices and subordinate offices. DDO for Head office/COS	Full Powers Full Powers	Subject to the condition that:- i) The concerned DGM will purchase cloth within the Ceiling amount fixed for uniform. ii) The purchase will be made by a Committee headed by DGM. iii) He will ensure participation of representatives

	OR To allow uniform allowance, as fixed by the Nigam to the entitled employees.	Staff against bills verified/approved by concerned Head of office.		of workers in the Purchase Committee. iv) The purchase will be done locally from Distributors/Wholesalers.
37	To sanction purchase of periodicals and news papers required for office use.	Head of Wing GMs Chief Comm. Officer	Full Powers for their offices only Full Powers Full Power	Three periodical/newspaper only to be purchased for the office as a whole. Two newspapers only for Circle office & 2 local newspapers for Health center & 2 nos. health magazine. One newspaper only for Division office & 1 no. local newspaper of each sub division.
38	To sanction expenditure on account of printing of forms inclusive of cost of papers.	Head of Wing GMs DGMs Chief Comm. Officer	Rs. 20,000/- in each case. Rs. 10,000/- in each case. Rs. 5,000/- in each case. Rs. 5000/-	Provided the work/job of Rs. 2500/- and above is given to private presses after calling quotations/completing usual formalities.
39	To sanction expenditure for the purchase of printed forms, Registers and Printing & Stationery items.	CGM (MM) HOW/Chief Comm. Officer	Full Power Rs. 1 Lac	As per usual purchase procedure.
40	To sanction expenditure on book binding through local agencies.	Head of Wing GMs DGMs AGMs Chief Comm. Officer	Full Powers Full Powers Rs. 1000/- in each case. Rs. 500/- in each case. Rs. 1000/-	
41	To sanction for hiring the typewriters/computers of approved pattern for use in their own offices and offices subordinate to them.	Head of Wing GMs DGM Chief Comm. Officer	Full Powers Rs. 5,000/- Per Month Rs. 1,000/- Per Month Rs. 5000/-	Up to 3 months in the case of typewriter/computer required for existing offices and up to 6 months in the case of offices set-up for the first time, provided the rate paid are not higher than the rates fixed by the D.C. of the concerned District or appropriate authority after verifying the market rates.

42	To sanction expenditure on supply of electrical energy consumed in the office of the Board.	Head of offices & DGMs	Full Powers within Budget provision.	
43	To sanction the remittance of Money by Money Order at Nigam's expenses to establishments serving at a distance from the Remitting Offices in which such charges are drawn.	Head of Offices	Full Powers	In respect of pay, allowances, contingent charges, reward and traveling allowances of establishment if facility of Demand Draft is not available.
44	To sanction expenditure on gift to retiring officer & officials.	Concerned Controlling Officer	Rs. 10000/-	
45(a)	To sanction advertisement expenses in respect of advertisement of tenders, notices & general advertisements.	GM/Admn./CCO DGMs	Full Powers Rs. 1000/- in each case (for general advertisement)	Subject to the condition that the rates charged by the Newspapers are approved by Directorate of Audio Visual Publicity (D.A.V.P.) of Ministry of Information and Broadcasting of Govt. of India or the Director, Public Relations, Govt. of Haryana. However, in case the advertisement is given to such a publication for which neither D.A.V.P., Govt. of India nor DPR Govt. of Haryana has approved the rates, then the limit of total amount or rates for publication of advertisement will be got approved from the Managing Director.
45(b)	To incur expenditure in photo coverage at functions and other photography for magazine etc.	Chief Comm. Officer	Rs. 5000/- in each case	
45(c)	Designing of publication and advertisement material for publicity	Chief Comm. Officer	Rs. 2500/- in each case	
46	To sanction purchase of publications for general use such as time and fare tables.	Head of office	Only one copy of the time and fare tables & goods tariff of Rly. as required for each office.	
47	To sanction purchase of survey instruments, level and log books.	DGM	Full Powers	Subject to the Budget provisions.
48	To sanction payment of Municipal or cantt. Taxes on Board's Building when such taxes have been assessed by the Competent Authority and to sanction the	DDO	Full Powers	Subject to the Budget provisions.

	payment of the rates or taxes levied by statute or local rule or order (as for instance local tax or octroi on Nigam's stores).			
10. COMPENSATION FOR ACCIDENTS UNDER WORKMEN'S COMPENSATION ACT.				
49	To sanction expenditure on compensation to Nigam's employee under Workmen Compensation Act, 1923.	CGM	Up to the amount admissible under the Act.	If there is a doubt as to be applicability of the Act, the legal advice would be obtained.
49.1	To sanction expenditure in connection with compensation under Fatal Accidents to private persons (non-employees of the Nigam).	CGMs (in consultation with Legal Section)	Up to the amount as may be admissible to a workman under Schedule-IV of the Workmen's Compensation Act 1923 in Similar circumstances/ case s	Monthly wages will be got assessed through State Revenue Authorities and Gram Panchayat.
49.2	To sanction expenditure on compensation/Ex-gratia payments to the unauthorized employee/Non-employee of the Nigam.	WTD	Rs. 20000/- in case of fatal accident in each case & Rs. 15000/- in case of Non-fatal accident.	
49.3	To sanction compensation for the electrocution of cattle.	Committee of concerned SE/OP, Xen/OP & SDO/OP DGMs	Full Powers Rs. 20,000/- in each case.	The committee can sanction compensation on the spot or through Open Darbar in accordance with the prevailing instructions on the matter & should be based on the value/productive life of the cattle. Subject to the condition that:- i) The sanctioning authority is satisfied beyond doubts that the animal died on account of electrocution on Nigam's system and Nigam was severally or jointly responsible for the accident. ii) Wherever the occurrence of accident is established beyond doubt from the postmortem report, FIR and our own investigations, the compensation case will not be withheld on account

				<p>of non-receipt of CEI's report.</p> <p>iii) The delegation for deciding about responsibility for the accident & awarding punishment will continue as heretofore.</p> <p>iv) All accident claim cases should be settled within two months of the occurrence of accident. The AGM concerned in whose area accident takes place will be personally held responsible for any delay in finalization of such cases.</p> <p>v) The compensation to be sanctioned should be based on the value/productive life of the cattle.</p>
49.4	To allow advance payment of compensation due under the Indian Workmen's Compensation Act, in cases of fatal accidents.	DGM In charge of Division	Up to 40% of the compensation admissible or Rs. 20,000/- whichever is less in each case	Provided that death is prima-facie due to accident arising out of and in the course of employment of the workman.
50	To sanction payment of examination/testing fee to the authorized medical attendant/Lab.	GM/Admn./DGM (HR) /DGM/ Accounts dealing with Estt.	Full Powers	Subject to condition that the scale of fee fixed by State Govt. for various categories of Doctors is not exceeded and necessary essentiality certificates are signed and countersigned by the appropriate authorities.
51	To sanction medical reimbursement of medical charges/bills.	MD CE/HR & Admn. CE SE/Admn.	<p>Full power in case of time barred claims</p> <p>Full powers in relaxation of rules</p> <p>Up to Rs. 2.00 lacs in normal rules</p> <p>Full powers in normal rules and up to Rs. 2.00 lacs in relaxation of normal rules</p>	Subject to the condition that necessary essentiality certificate are signed and countersigned by the appropriate authorities.

		SE/HR	Full powers in normal rules and up to Rs. 2.00 lacs in relaxation of normal rules.	
		HOWs/SEs	Up to Rs. 1.00 lacs in normal rules	
		Under Secy. (HR/XENs/Sr. AO/Accounts dealing with Estt.)	Up to Rs. 25,000/- in each case in normal rules	
52	(a) To make advance payment to the injured employee for medical treatment. (b) To sanction full payment of medical bills for indoor treatment in case of Nigam's employees who meet with an accident while performing official duties. (c) To make advance payment to the employees for indoor medical treatment.	CGM GM DGM	Full Power Rs. 3 Lacs Rs. One Lac	These advances are to be granted subject to the condition that surety of an employee of Nigam is obtained and amount is recovered from the amount of medical bill or any other payable amount as the case may be.
		DGM (Field Divns.)	Full Powers	Any Hospital considered appropriate for the treatment.
		CGM GM	Full Power Rs. 2 Lacs	The advance is to be granted subject to the condition that surety of an employee of Nigam is obtained and amount is recovered from medical bills or from any other payable amount, as the case may be. Further utilization of medical advance is ensured within 45 days of its release.
53	To sanction ex gratia grant for cremation etc. to the dependents of the Nigam's employees who in the discharge of their official duties in obedience to the orders of their superior officers, die as result of fatal accident and to sanction exgratia advance payment for the purpose of cremation etc. to the bereaved families of private persons electrocuted due to defects or other causes in the supply of the electricity of the Nigam	DGM I/C of Divisional offices.	Rs. 2500/- each	i) This concession shall be in addition to any other payment admissible to the dependents under the existing rules/instruction. ii) The advance payment shall be deducted from the amount of compensation in the case of those who are found to be eligible for compensation later on. In those cases, where compensation is not

	payable by DGM In charge of Division concerned at the spot on demand.			found to be admissible later on, it will not be recovered and shall be treated as final payment.
54	To sanction compensation for damage caused to the crops, trees, fruits etc. during the course of erection of lines and poles or carrying out survey etc.	GMs DGMs	Full Powers Up to Rs, 15,000/-	In each case in consultation with the local Revenue Authorities or L.A.C. of State.
55	a) To sanction lease of canteen attached to the building of the Nigam. b) To sanction lease of houses/land or other immovable property belonging to the Nigam.	CGM/GM(Admn) GM/Admn.	Full powers for their own offices and offices sub-ordinate to them. Up to 2 years at a time.	Subject to condition that lease is granted for a maximum period of 2 years at a time. Provided that rent of property is fixed by the competent authority does not exceed Rs. 5000/- per month.
56	To appoint and execute agreement with auctioneers for conducting sales of Nigam's Surplus stores/un-serviceable material & scrap etc. by Public auctions.	CGM(MM)	Full Powers	Subject to the condition that the agreement with the auctioneers shall be drawn in accordance with the conditions set forth in the rules for appointment of auctioneers and conduct of auction for the sale of surplus stores/un-serviceable material & scrap etc.
57	To execute securities bonds for the due performance of duties by Nigam's employees.	CGMs/GMs/CGM/ Finance/Accounts/ /DGMs (op)/AGMs(op)	Full Powers	In the case of Nigam employees to whom they are competent to appoint.
58	To sanction re-conveyance of property given as security.	CGMs/GMs/CGM (Finance) / GM/ (Admn.)	Full Powers	
59	To sanction advances for house building and purchase of conveyance/marriage advance/bicycle advance.	GM (Admn.) GMs	Full Powers (for Gazetted as well as Head office Staff) Full Powers (in respect of staff working in their own offices & subordinate offices)	Subject to the conditions as prescribed by the Nigam and as per availability of funds ear-marked by the Nigam.
11. POWER FOR CIVIL WORKS OTHER THAN PROJECTS				
60	To accept tender for the execution of works by	HPPC (Nigam)	Full Powers	-

	contract.	WTDs SPC SEs XENs	Rs. 2 Crores Rs. 2 crores Upto Rs. 50 lacs in each case Upto Rs. 20 lacs in each case	- Subject to the condition that tendered rates are not more than 20% above the (HSR+ Ceiling premium) rates. Subject to the condition that tendered rates are not more than 15% above the (HSR+Ceiling premium) rates. Subject to the condition that tendered rates are not more than 10% above the (HSR+Ceiling premium) rates. 2. Approval of next higher authority is obtained if a tender other than the lowest is to be accepted and also if single tender to be accepted as prescribed in the DHBVN Procurement Manual.
60.1	To issue work order for repair jobs/ works.	WTDs CEs (through SPC) SEs (Through CPC) XENs	Full Powers Rs. 5 Lacs in each case Rs. 2 Lacs in each case Rs. 1 Lacs in each case	1. For specific works subject to the conditions that rates in excess of the schedule of rates or rates for similar works on contract under progress are not allowed and works are awarded to parties actually executing a similar works on competitive tender rates. 2. It should be done against the sanctioned estimate. 3. Funds are available.
60.2 (a)	To accord sanction to extra items not provided for in original contract	WTDs CEs	Full Power Item(s) up to 30% of the contract value subject to a ceiling of Rs. 5 lacs for all items.	1. These powers should be exercised for technical reason only. 2. These powers are in respect of each contract.

(b)	To accord sanction for variation of items already provided for in the original contract.	XENs SEs WTDs	Item(s) up to 10% of the contract value originally provided for in the contract subject to a ceiling of Rs. 1.00 lac in each case. Item(s) up to 30% of the contract value originally provided for in the contract subject to a ceiling of Rs. 5.00 lac in each case. Beyond 30% of the contract value, the cases shall be referred to WTDs.	
60.3	Award of work by negotiations with the lowest tender.	HPPC	Full Power	Where the quoted rates are not reasonable the negotiation shall be held only with the first lowest bidder.
61	To write off in fructuous expenditure of constructions.	CGMs GMs	2% of contract value 2% of contract value	Subject to ceiling of Rs. 25,000/-. Subject to ceiling of Rs. 10,000/-.
62	To sanction purchase of items required for running of school such as Furniture, Electrical items, sports items, books laboratory/Chemicals etc. including prizes and organizing functions.	GMs DGM/In charge School. Head Mistress/Head Master/Teacher I/C of School or I/C of High/Middle School.	Up to Rs. 1 Lac in a year. Up to Rs. 50,000/- in a year. Up to Rs, 20,000/- per annum.	The power will be exercised by 3 members Committee headed by GM/DGM In charge of School/DGM Stores/DGM/AGM (Accounts). The powers to be exercised through a Committee headed by DGM. In charge of School, AGM/Teacher In charge and AGM/Accounts. An imprest of Rs. 500/- may be provided to the I/C of respective School.
63	To sanction expenditure for maintenance of office building/surroundings at the level of Sub-Division/Division/Circle.	GMs	Up to Rs. 1 Lac in each case (Annual Ceiling Rs. 1 Lac).	The repairs and maintenance of the office building and surrounding compound/area would also include the following and office in-charge would

		<p>DGMs</p> <p>AGMs.</p>	<p>Up to Rs. 50,000/- in each case (Annual Ceiling Rs. 75,000/-).</p> <p>Up to Rs. 10,000/- in each case (Annual Ceiling Rs. 60,000/-).</p>	<p>ensure that: -</p> <ul style="list-style-type: none"> (i) Front of office should look good with trees/shrubs/flowers and paint on walls facing the roads. (ii) The whole compound of office should be well maintained with trees/shrubs & there should be no unwanted grass which are injurious to health. (iii) Provision of clean drinking water. (iv) All the furniture i.e. table, almirah, chairs: racks should be in good condition. (v) All the windows should be properly fitted, the window panes should be clean and floors must be clean & shining. (vi) Good Sign Boards at the entrance. (vii) Proper Incumbency Board & achievement charts should be placed in the room of the officer in- charge. (viii) For compound maintenance, even a part time mali/ sweeper may be employed at D.C. rates with the approval of competent authority. (ix) Proper sitting place for visitors in the verandah and corridors. (x) Desert coolers/ curtains/ flooring be provided/repared in the offices. (xi) The rooms should be well lit. (xii) Loose wires should not be there. <p>For the above purpose, the purchases can be made up to Rs. 2000/- by AGMs, up to Rs. 3000/- by DGMs & up to Rs. 4000/- by GMs without calling quotations. However, the reasonability of rates should be certified by the purchasing authority on each voucher under his full dated signatures with seal.</p>
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64	To allot all type of works under the Outsourcing policy.	CMD	Full Powers	<ol style="list-style-type: none"> 1. No relaxation/deviation in the outsourcing policy circulated by the State Government shall be allowed strictly. 2. Only services be outsourced under part-1 of the Policy. The approval of CMD, DHBVN shall also be obtained where the service provider makes any changes in the employees engaged for providing the service(s).
65	To issue work order for execution of emergent civil works after collecting hand quotations.	CGMs GMs DGMs	Rs. 1 Lac Rs. 50,000/- Rs. 25,000/-	For specific civil works subject to the condition that rates are not in excess of schedule of rates or rates of similar works on contract under progress which were allotted after calling competitive tenders/enquiries. Funds are available or to be demanded against sanctioned estimates.
66	To incur expenditure on a/c of sports activities.	MD GM/Admn. Sports Officer	Full Power Rs. 20,000/- Rs. 5000/-	Without any ceiling Subject to ceiling of Rs. 2 lacs PA Subject to ceiling of Rs. 50,000/- PA
67	To allot consultancy work	MD	Full Power	
68	To sanction cash/secret rewards to the secret informers for detection of theft cases	Director Vigilance	Upto Rs. 25000/- in single case only.	Subject to the condition that:- <ol style="list-style-type: none"> 1. The amount paid should be in accordance with the prevailing instructions on the subject. 2. The total amount of such reward should not be more than Rs. 2 Lacs per month with an annual ceiling of Rs. 24 lacs for DHBVNL as a whole.

GENERAL NOTES APPLICABLE TO ALL:

1. These powers are to be exercised by the respective authorities in respect of the total requirement under their jurisdiction and no split up of powers is to be allowed by splitting the requirement on the basis of area, packages etc.
2. The Purchase procedure as stipulated in the Nigam's Procurement Manual will be applicable in all cases. In case of any discrepancy in procedure the stipulation of Procurement Manual shall prevail.
3. The nomenclature of various designation has now been re-designated vide SE/Admn., DHBVN, Hisar office order No. 5/SE/Admn. dt. 09.02.2007. The designation may please be read accordingly.

*The DPC/CPC for processing and awarding the labour rate contracts under the Nigam's DoP at Sr. No. 7.2 be dealt as per Ch-4/FA/HQ/F&B-333/V dt. 29.07.2016.