

KARNATAKA POWER CORPORATION LIMITED

DELEGATION OF POWERS

Power No.	Description of the Power	Managing Director	General Manager (Thermal)	Chief Engineer and Equivalents	Superintending Engineer and Equivalents	Executive Engineer and Equivalents	Remarks
1	2	3	4	5	6	7	8
1.01	WORKS: Authorisation of capital works included in the approved budget/ project estimate.	i) Upto Rs.100 lakhs, subject to increase not exceeding 25% of the budget allocation/ sanctioned estimate. ii) Without ceiling where expenditure does not exceed Rs.10 lakhs.	Rs.50.00 Lakhs	Rs.25.00 Lakhs	Rs.5.00 Lakhs	Rs.2.00 Lakhs	
1.02	Authorisation of capital works not included in the budget/ project estimate.	i) Full powers upto Rs.50 Lakhs ii) Rs.50 Lakhs to Rs.One crore in consultation with Technical Committee. iii) More than Rs.One crore - Board	-- -- --	-- -- --	-- -- --	-- -- --	-- -- --
1.03	To sanction excess over authorisation not involving material alteration in design/scope of the project.	i) Full powers for works where revised estimate does not exceed Rs.50 Lakhs or 25% of the original estimate, whichever is lower. ii) Where revised estimate exceeds Rs.50 Lakhs, upto 25% subject to total estimate not exceeding powers in 1.01 and 1.02 above.	Upto 25% subject to not exceeding powers in 1.01 above. --	Upto 20% subject to total estimate not exceeding powers in 1.01 above. --	Upto 15% subject to total estimate not exceeding powers in 1.01 above. --	Upto 10% subject to total estimate not exceeding powers in 1.01 above. --	--
1.04	To accord Technical Sanction to detailed estimates of works covered by authorisation.	Full Powers	Full Powers	Full Powers	Ful Powers for works costing upto Rs.10 lakhs.	Full Powers for works costing upto Rs.5 lakhs.	.
1.05	To approve variations in quantity in accordance with the drawings approved by the Designs Wing.	i) Upto Rs.100 Lakhs - Full Powers upto 25% of the contract value or Rs.10 Lakhs whichever is higher. ii) Above Rs.100 Lakhs full Powers in consultation with Technical Committee	Upto Rs.50 Lakhs or 20% of contract value whichever is higher.	Full Powers upto Rs.25 Lakhs or 20% of the Contract value whichever is higher.	Full Powers upto Rs.5 Lakhs or 15% of the contract value whichever is higher.	Full Powers upto Rs.2 Lakhs or 10% of the contract value whichever is higher.	

1.06	<p>Acceptance of tender for works when competitive tenders are invited and</p> <p>1) more than one valid tender is received and follow-up negotiations are completed/ not considered necessary.</p>					
	<p>a) if the acceptable tender is the lowest.</p>	<p>i) If the amount put to tender is less than Rs.One crore, and excess is not more than 15% of the sanctioned estimate as recast on the basis of CSR - Full Powers; where excess is between 15% and 25% - in consultation with the Technical Committee; where excess is above 25% - Board.</p> <p>ii) If the amount put to tender is between Rs.1 crore and Rs.5 crores and for excess upto 25% - Full Powers in consultation with the Technical Committee; for excess beyond 25% - Board.</p> <p>iii) If amount exceeds Rs.5 crores - approval of Board in consultation with Technical Committee.</p>	<p>One crore upto 10%</p>	<p>Full Powers for contracts upto Rs.One crore and the excess is not more than 15% of the sanctioned estimate recast on the basis of CSR.</p>	<p>Full Powers for contracts upto Rs.10 Lakhs and excess is not more than 12% of the sanctioned estimate recast on the basis of CSR.</p>	<p>Full Powers for contracts upto Rs.2 lakhs and excess is not more than 10% of the sanctioned estimate recast on the basis of CSR.</p> <p>For Electrical/ Mechanical works, the reference to sanctioned estimate/CSR would not apply.</p>
	<p>b) If a tender other than the lowest is to be accepted (for reasons to be recorded) if necessary after conducting negotiation.</p> <p>2) If only one tender is received and it is not considered necessary to reinvite tenders and follow-up negotiations are completed/ not considered necessary.</p>	<p>i) Upto Rs.25 Lakhs - Full Powers upto 25% above the sanctioned estimate.</p> <p>ii) If the tender is between Rs.25 Lakhs and Rs.One crore, full power in consultation with the Technical Committee upto 25% above estimate.</p> <p>iii) Above Rs.One crore - approval of Board in consultation with the Technical Committee.</p> <p>i) Upto Rs.10 Lakhs - full powers upto 25% above estimate.</p> <p>ii) If the tender is between Rs.10 lakhs and Rs.50 lakhs -Full Powers in consultation with Technical Committee upto 25% above estimate.</p> <p>iii) If tender exceeds Rs.50 Lakhs - approval of the Board consultation with Technical Committee.</p>	<p>Upto Rs.10 Lakhs - Full Powers upto 20% above the estimate.</p> <p>--</p> <p>--</p> <p>Upto 8 Lakhs - Full Powers upto 20% above estimate.</p> <p>--</p> <p>--</p>	<p>Upto Rs.10 Lakhs - Full Powers upto 15% above the estimate.</p> <p>--</p> <p>--</p> <p>Upto Rs.5 Lakhs - full powers upto 15% above estimate.</p> <p>--</p> <p>--</p>	<p>Upto Rs.5 Lakhs - Full Powers upto 12% above the estimate.</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p>	<p>--</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p>
1.07	<p>Awarding of contracts if tenders are not received after two</p>	<p>i) Upto Rs.10 Lakhs after negotiations subject to excess, if any, not</p>	<p>Upto Rs.10 Lakhs not exceeding 15%.</p>	<p>Upto Rs.10 Lakhs, after negotiation, subject to excess if</p>	<p>--</p>	<p>--</p> <p>Work may be split wherever necessary</p>

	calls.	<p>exceeding 25% of the sanctioned estimate, recast on the basis of CSR full powers.</p> <p>ii) If cost is between Rs.10 lakhs and Rs.50 Lakhs -Full Powers in consultation with Technical Committee upto 25% above the estimate.</p> <p>iii) If cost exceeds Rs.50 Lakhs-approval of Board.</p>	Upto 25 Lakhs in consultation with Managing Director.	any, not exceeding 15% of the sanctioned estimate on the basis of CSR - Full Powers.			
1.08	Giving of contracts without inviting tenders in case of emergency both original and repair work for reasons to be recorded in writing.	<p>i) upto Rs.2 Lakhs - Full Powers ers.</p> <p>ii) Between Rs.2 Lakhs & Rs.10 Lakhs at not more than 25% above the CSR in consultation with Technical committee</p>	Upto Rs.1.5 Lakhs upto 20% of CSR.	Upto Rs.1 Lakh and upto 15% of CSR.	Upto Rs.50,000 and upto 12% of CSR.	--	--
1.09	<p>Annual maintenance and repairs of buildings, roads, station, equipment, P&M and other works:</p> <p>A) Buildings</p> <p>i) Buildings (residential and non-residential) Special repairs, additions & alterations.</p> <p>ii) Ordinary repairs</p> <p>B) Roads and other works</p> <p>i) Annual Repairs and Maintenance</p> <p>ii) Special Repairs, additions and alterations.</p> <p>C) Maintenance, repairs, servicing of earth moving and heavy haulage - equipment including Tractors and Buldozers (inclusive of cost of spares).</p>	<p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p>	<p>Full Powers not exceeding 50% and 20% of capital cost in respect of buildings constructed before & after 1975 respectively.</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p>	<p>Full Powers not exceeding 25% and 10% of capital cost in respect of buildings constructed before & after 1975 respectively.</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p>	<p>Full Powers not exceeding 15% and 5% of capital cost in respect of buildings constructed before and after 1975 respectively.</p> <p>Full Powers upto 4% & 2% of capital cost in respect of buildings constructed before and after 1975 respectively.</p> <p>Upto Rs.One Lakh.</p> <p>Upto Rs.5 Lakhs for each work</p> <p>Upto Rs.50,000/- in each case</p>	<p>-</p> <p>Full Powers upto 3% & 1.5% of capital cost in respect of buildings constructed before and after 1975 respectively.</p> <p>Upto Rs.50,000/-</p> <p>Upto Rs.2 Lakhs for each work.</p> <p>Upto Rs.25,000/- in each case</p>	-

	D) Maintenance and repairs of Plant & Machinery (exclusive of cost of spares and replacement parts but inclusive of special/emergent repairs. E) Maintenance and repairs of tools, survey/laboratory/scientifics & motor vehicles:	Full Powers	Full Powers upto Rs.10 Lakhs in each case.	Full Powers upto Rs.5 Lakhs in each case.	Full Powers upto 2 Lakhs in each case.	Upto Rs.5,000/- in each case.	
	i) Replacement of parts	Full Powers	Full Powers upto Rs.10 Lakhs in each case.	Full Powers upto Rs.5 Lakhs in each	Full Powers upto Rs.50000/- in each case.	Upto Rs.5,000/- in each case.	
	ii) Repairs in the ordinary course	Full Powers	- do -	- do -	- do -	- do -	
	iii) Special/emergent repairs	Full Powers	- do -	- do -	Upto Rs.50000/- in each case.	Upto Rs.10000/- in each case.	
	iv) Annual servicing contracts for equipments with the suppliers or authorised agencies.	Full Powers	Full Powers	Full Powers	Upto 5% of capital cost of machinery.	--	
1.10	Grant of extension of time beyond stipulated period for execution of contract: A) For reasons not attributable to contractor. B) For any other reasons	Full Powers Full Powers	Full Powers Full Powers	Full Powers Full Powers	Full Powers for works approved by him and his subordinates. --	50% of the period for works accepted by him. --	Powers to be exercised only if no additional expenditure or loss is involved. Otherwise, matter to be referred to Head Office for a decision. --
1.11	Condonation of delay in payment of initial security deposit or in execution of agreement as per condition of contract.	Full Powers upto Six Months	Full Powers upto 4 months for works approved by him	Full Powers upto three months for works approved by him.	Full Powers upto three months for works approved by him.	Full powers upto three months for works approved by him.	
1.12	Cancellation of contracts and sanction of refund/forfeiture of earnest money, security deposit of contractors.	Full Powers	Upto Rs.10 Lakhs.	Upto Rs.5 Lakhs of contract value under report to MD.	--	--	--
1.13	Giving contract on piece work at rates not more than the rates of the sanctioned estimate.	Full Powers	Upto Rs.10 Lakhs for each work.	Upto Rs.5 Lakhs for each work.	Upto Rs.1 Lakh for each work.	Upto Rs.25000/- for each work.	
1.14	To authorise utilisation of anticipated/actual savings on the sanctioned estimate for works/components of works for additional works not contemplated in the project estimate of fairly contingent on its actual execution without material alteration in design.	Full Powers	Full Powers for works sanctioned by GM(T).	Full powers in respect of works sanctioned by him.	--	--	--
1.15	To order postponement/suspension	Full Powers	Rs.100 Lakhs.	Full Powers for works costing	Full Powers for works costing		

	of any work for any reasons.			upto Rs.50 Lakhs and beyond Rs.50 Lakhs in consultation with MD	upto Rs.25 Lakhs under report to CE.		
1.16	Appointment to work charge establishment against provision in the sanctioned estimate.	Full Powers	--	--	--	--	--
1.17	Awarding additional work of similar nature to the tendered contractor at the same or lower rates on the basis of negotiation in case of urgency where there is no time to invite tender.	Full Powers upto Rs.50 Lakhs	Upto Rs.35 Lakhs	Upto Rs.25 Lakhs	Upto Rs.5 Lakhs	Upto Rs.2 Lakhs	--
1.18	Approval to extra or deviated items.	Full Powers upto 25% of the contract value subject to a maximum limit of Rs.50 Lakhs for any single item. Beyond 25%, Board's approval after consulting Technical Committee.	20% of contract value or Rs.5 Lakhs.	Upto Rs.15% of the contract value or Rs.2 Lakhs which- ever is more.	Upto 12% of the contract value or Rs.1 Lakh which ever is more.	Upto 8% of the contract value or Rs.50000/ whichever is more.	-
1.19	Write off of infructuous expenditure on construction.	Full Powers upto Rs.One Lakh.	Full Powers Upto Rs.50000/-	--	--	--	--
	STOCKS & STORES						
2.01	Stock & Stores for works/O&M- To Sanction purchase of:						
i)	Materials relevant to construction/operation.	Full Powers	Full Powers upto Rs.25 Lakhs	Full Powers upto Rs.15 Lakhs	Full Powers upto Rs.10 Lakhs	Full Powers upto Rs.One Lakh.	It shall be the personal responsibility of the indenter to certify about the need for and non-availability of the specific items. With regard to O & M of power stations, Technical Director shall exercise the powers under 2.01 within the limits prescribed for MD.
ii)	(a) Plant & Machinery	Full powers upto Rs.100 Lakhs in each If cost is more than Rs.50 Lakhs, in consultation with Technical Committee.	Full powers upto Rs.20 Lakhs.	Full powers upto Rs.10 Lakhs.	Full Powers upto Rs.5 Lakhs	Full Powers upto Rs.One Lakh	
	(b) Vehicles & Conveyance	Full Powers	--	--	--	--	
iii)	Electrical equipment including Generator and Accessories	Full powers upto Rs.100 Lakhs in each case. Beyond Rs.50 Lakhs, in consultation with Technical Committee.	Full powers upto Rs.50 Lakhs.	Full Powers upto Rs.10 Lakhs in each work.	Full Powers upto Rs.5 Lakhs in each case.	Full Powers upto Rs.One Lakh.	
iv)	Spare parts - Plant and Machinery and Electrical equipment.	Full Powers upto Rs.50 Lakhs. Beyond Rs.25 Lakhs, in consultation with Technical Committee.	Full Powers upto Rs.30 Lakhs.	Full Powers upto Rs.5 Lakhs in each case.	Full Power upto Rs.2 Lakhs in each case	Full Powers upto Rs.One Lakh in each case	
v)	Proprietary articles	Full Powers upto Rs.20 Lakhs in each case. Beyond Rs.20 Lakhs in consultation with Technical Committee.	Full Powers upto Rs.15 Lakhs in each case.	Full Powers upto Rs.10 Lakhs in each case.	Full Powers upto Rs.5 Lakhs in each case	Full Powers upto Rs.One Lakh in each case	
vi)	Tools, scientific/ Survey/ Laboratory equipment etc.	Full Powers upto Rs.50 Lakhs.	Full Powers upto Rs.15 Lakhs	Full Powers upto Rs.10 Lakhs	Full Powers upto Rs.5 Lakhs	Full Powers upto Rs.One Lakh	
vii)	Other stores - Perishable and	Full Powers upto Rs.25 Lakhs.	Full Powers upto Rs.10	Full Powers upto Rs.2 Lakhs	Full Powers upto Rs.One Lakh	Full Powers upto	

	Non-perishable.		Lakhs in each case	in each case	in each case	Rs.50000/- in each case	
viii)	Medicine and Hospital stores	Full Powers	Full Powers	Full Powers	--	--	--
2.02	To sanction purchase based on SPD/DGS&D/control rates/specific or calling rates approved by the Board without calling for tender	Full Powers	Rs.25 Lakhs	Rs.10 Lakhs	Rs.5 Lakhs	Rs.1 Lakh	--
2.03	Sanction of purchase of proprietary articles	See under power No.2.01(v)					Dropped
2.04	1) Acceptance of tenders where more than one valid tender is received and follow-up negotiations completed/not considered necessary: a) If tender is the lowest b) If a tender other than the lowest is to be accepted OTHER THAN MATERIALS Full powers upto Rs.2 crores. If the cost exceeds Rs.20 Lakhs, in consultation with Technical Committee 2) Where there is only one tender and it is not considered necessary to negotiate/reinvite tenders	FOR STOCKS AND STORES Full Powers upto Rs.5 Crores.If the cost exceeds Rs.1 Crore - in consultation with Technical Committee. Full Powers upto Rs.2 crores. If the cost exceeds Rs.20 Lakhs in consultation with Technical Committee. Full powers upto Rs.2 crores. If the cost exceeds Rs.20 Lakhs, in consultation with Technical Committee Full Powers upto Rs.2 crores. If the cost exceeds Rs.20 Lakhs in consultation with Technical Committee.	Rs.One Crore Rs.30 Lakhs Rs.30 Lakhs Rs.30 Lakhs	Rs.50 Lakhs Rs.10 Lakhs Rs.5 Lakhs Rs.10 Lakhs	Rs.5 Lakhs Rs.2 Lakhs Rs.1 Lakh Rs.2 Lakhs	Rs.1 Lakh Nil Nil Nil	
2.05	To sanction purchase as per repeat order provided there is no downward trend in prices	Full Powers upto Rs.2 crores. If the cost exceeds Rs.20 Lakhs, in consultation in consultation with Technical Committee	Rs.30 Lakhs	Rs.10 Lakhs	Rs.2 Lakhs	Nil	
2.06	a) Emergent/casual purchase without calling for tenders (for reasons to be recorded) b) Short term lending/borrowing and emergent purchase of materials and equipment with Central/State Government and Government controlled organisations. c) Issue of materials to contractors outside Schedule -"A".	Upto Rs.2 Lakhs in each case Full Powers Full Powers	Upto Rs.One Lah in each case Full Powers Full Powers	Rs.50000/- in each case Full Powers Full Powers	Rs.25000/- in each case Upto Rs.50000/- Rs.1 Lakh in each case	Rs.10000/- in each case Nil Rs.5000 in each case	
2.07	Condonation of delay/extension of time for completion of supply	Full Powers (if it does not cause loss or inconvenience the Corporation)	Upto 85% of stipulated time	Upto 75% of stipulated time	Upto 50% of stipulated time	Nil	(NB: It has to be ensured that no additional expenditure to the Corporation is caused thereby).
2.08	Cancellation of orders/sanction of refund/forfeiture of EMD/SD	Full Powers	Rs.25 Lakhs	Rs.10 Lakhs (NB: This power cannot be exercise	Rs.5 Lakhs in respect of orders placed by	Rs.1 Lakh a higher authority)	

2.09	1) To declare stores as surplus/ unserviceable, to fix resale, reserve price for them and order disposal by public auction or otherwise at not less than book/estimated value.	Full Powers	Rs.5 Lakhs	Rs.2 Lakhs	Rs.1 Lakh	Rs.50000/-	
	2) - do - for T & P articles	Full Powers	Rs.5 Lakhs (NB: In regard to T & P articles)	Rs.2 Lakhs the powers to be exercised only	Rs.1 Lakh if they have served atleast 50%	Rs.50000/- of their normal life)	
2.10	Fixing of maximum and minimum levels of stock	Full Powers	Full Powers	Full Powers	Nil	Nil	
2.11	To sanction expenditure on transport of material by the (i) cheapest mode shortest route; (ii) other than the cheapest mode/shortest route for reasons to be recorded.	Full Powers	i) Rs.25 Lakhs ii) Rs.10 Lakhs (NB: Reasons to be recorded)	i) Rs.10 Lakhs ii) Rs.5 Lakhs and under intimation to Head	i) Rs.5 Lakhs ii) Nil (Office)	i) Rs.1 Lakh ii) Nil	Cheapest mode/shortest route Other than cheapest mode/ shortest route
2.12	To award contract for loading unloading, transport and handling of materials based on tenders	Full Powers	Full Powers	Full Powers	Rs.2 Lakhs	Rs.50000/-	
2.13	Sanction of advance payment to suppliers	Full Powers	Upto 15% of value of order (100% advance payment upto Rs.5 Lakhs against proof of document)	Upto 10% of the value of order (100% advance payment upto Rs.1 Lakh, against proof of documents)	Nil	Nil	
2.14	To sanction the waiver of centage charges on cost of unserviceable articles of tools and plant sold and on the tools and plant articles recovered on the articles lost.	Full Powers	Full Powers	Full Powers	Nil	Nil	
2.15	Sanction of sale of stores other than tools and plant and controlled articles at issue rates plus storage, supervision and handling charges or at market rate whichever is higher without detriment to work.	Full Powers	Full Powers	Full Powers	Rs.50000/-	Rs.10000/-	

2.16	To sanction sales of tools and plant including Machinery at book value plus centage charges or at market rate whichever is higher, without detriment to work.	Full Powers	Rs.5 Lakhs	Rs.1 Lakh	Nil	Nil	
3.00	FINANCE						
3.01	To open an account/s with Bank/s to operate on such account/s, to make sign, draw, accept, endorse or otherwise execute cheques, promissory notes, drafts, hundies, orders, bills of exchange, bills of lading and other negotiable instruments and to give receipts, release and other discharges for moneys payable to the Company and for claims/demands of the Company.	Full Powers	Full Powers	Nil	Full Powers to FC-II	Nil	
3.02	To determine from time to time who shall be entitled to sign on Company's behalf bills, notes, receipts, acceptances, endorsements, cheques, dividend warrants, releases, contracts and documents/relating to financial arrangements and to give the necessary authority for such purpose.	Full Powers	Full Powers	Nil	Full Powers to FC-II	Nil	
3.03	Sanction of reappropriation between heads of expenditure within the sanctioned budget.	Full Powers	Rs.20 Lakhs	Rs.5 Lakhs	Nil	Nil	
3.04	Sanction of compensation for damages to crops, cutting of valuable or fruit bearing trees, involved on construction works or laying of transmission lines.	Full Powers	Full Powers upto Rs.5 Lakhs (NB: Compensation amount to	Full Powers upto Rs.1 Lakh on each occasion be determined based on	Full Powers upto Rs.10000/- on each occasion assessment by Revenue/	Nil Horticulture department	authorities)
3.05	To take on lease or otherwise required for the Company any property, rights or privileges.	Full Powers	Rs.10000/- per month in each case	Rs.5000/- per month in each case	Nil	Nil	
3.06	To take over land, buildings						
	1) When acquired through SLAO	Full Powers	Full Powers	Full Powers	Nil	Nil	
	2) Through negotiation	Full Powers	Rs.10 Lakhs	Compensation amount not to exceed Rs.5 Lakhs	Nil	Nil	

3.07	a) To make deposits/payments to Government/ statutory/ local bodies as per statutory requirements	Full Powers	Full Powers	Full Powers	Upto Rs.50000/-	Upto Rs.10000/-
	b) Other agencies	Full Powers	Upto Rs.25000/-	Upto Rs.10000/-	Nil	Nil
3.08	To accept certificate of payment in lieu of missing vouchers	Full Powers	Full Powers	Full Powers	Upto Rs.1 Lakh	Upto Rs.25000/-
3.09	Sanction of write-off of losses after due investigation					
	a) Due to obsolescence	Upto Rs.5 Lakhs per annum Rs. 10000/- in each case	Rs.2 Lakhs per annum	Upto Rs. 1 Lakh per annum Rs.5000/- in each case	Nil	Nil
	b) Due to theft, fraud or negligence	Upto Rs.1 Lakh per annum Rs.10000/- in each case Upto Rs.1 Lakh per annum	Upto Rs.50000/- Rs.5000/- in each case	Upto Rs.25000/- Rs.2500/- in each case	Nil	Nil
	c) Due to irrecoverable rent/ hire charges/debts/loans/ advances	Rs. 10000/- in each case	- do -	- do -	Nil	Nil
	d) Due to tools and plant/stock articles lost	Upto Rs.2 Lakhs per annum Rs.10000/- in each case	- do -	- do -	Nil	Nil
		NB: Action be taken for fixing responsibility and recovering loss wherever possible.				
	e) Any amount due to the Corporation such as bills receivable for supplies, services, rent, hospital dues, etc., becoming irrecoverable.	Upto Rs.2 Lakhs per annum Rs.10000/- in each case	Upto Rs.50000/-, Rs.5000/- in each case	Upto Rs.25000/- Rs.2500/- in each case	Nil	Nil
	f) Irrecoverable amounts due from employees and ex-employees	Upto Rs.1 Lakh per annum Rs.10000/- in each case	- do -	- do -	Nil	Nil
	g) Small irrecoverable amounts including small irrecoverable amount in the accounts of contractors.	Upto Rs.1000/- in each case	Upto Rs.800/- in each case	Upto Rs.500/- in each case	Nil	Nil
3.10	Settlement of claims against the Corporation from any cause not specifically provided for in the powers delegated.	Full Powers upto Rs.50000/-	Full Powers upto Rs.25000/	Nil	Nil	Nil
4.00	ADMINISTRATION:					
4.01	Fixing Head Quarters of Officers	Full Powers	Full Powers upto EEs	Full Powers upto and including AEEs and Equivalentents	Nil	Nil
4.02	Declaring Officers as Controlling Officers	Full Powers	- do -	Nil	Nil	Nil
4.03	Sanction of advance and imprest for Office/rs	Full Powers	i) Rs.10000/- ii) Full Powers	i) Imprest - upto Rs.5000/- ii) Temporary Ad- vance -	i) Upto Rs.3000/- ii) Rs.10000/- in each case	i) Upto Rs.2000/- ii) Rs.5000/- in each case

4.04	Sanction of expenditure on ceremonial occasions	Upto Rs.1 Lakh per annum Rs.10000/- in each case	Upto Rs.50000/- Upto Rs. 8000/-	Full powers Rs.25000/- per annum Rs.5000/- in each case	Nil	Nil
4.05	Sanction of expenditure on tender notices/advertisements/publicity/photographs of works	Full Powers	i) Full Powers ii) Full Powers	i) Tender notices/Advertisement/ Publicity - Full Powers ii) Photographs of works Full Powers	i) Rs.10000/- each case ii) Rs.10000/- p.a.	i) Rs.5000/- each case ii) Rs.5000/- p.a.
4.06	Fixing rent/hire charges for quarters land, business/residential premises/furniture, tools and plants, machines and equipments taken/given out on hire	Full Powers	Full Powers	Full Powers	Nil	Nil
4.07	Maintenance/repair of office and other equipments	Full Powers	Full Powers	Full Powers	Rs.5000/- in each case	Rs.2000/- in each case
4.08	Sanction of postage, insurance, customs, freight, demurrage, wharfage, loading, unloading and other contingent charges	Full Powers	Full Powers upto Rs.25000/-	Full Powers but upto Rs.5000/- in each case for demurrage/ wharfage	Rs.10000/- in each case except demurrage/ wharfage	Rs.5000/- in each case except demurrage/wharfage
4.09	Sanction of expenditure on immediate safety of employees, plant and machinery	Full Powers	Full Powers	Full Powers subject to report to MD	Nil	Nil
4.10	Sanction of expenditure on Welfare/Welfare activities of employees.	Upto Rs.5 Lakhs per annum Rs.20000/- in each case	Upto Rs.50000/- per annum Rs.10000/- in each case	Rs.5000/- p.a. and upto Rs.500/-in each case	Nil	Nil
4.11	Sanction of expenditure on entertainment within the sanctioned budget	Full Powers	Rs.5000/- per occasion Rs.50000/- p.a.	Rs.2000/-per occasion with a limit of Rs.20000/- per annum (including expenditure towards meeting & entertaining guests etc.)	Rs.30 per occasion with a limit of Rs.12000/- per annum	Rs.20 per occasion with a limit of Rs.6000/-per annum
4.12	Sanction of expenditure of participation in exhibition.	Upto Rs.One Lakh in each case	Upto Rs.75000/- in each case	Upto Rs.50000/- each case	Nil	Nil
4.13	Sanction to sell at not less than book value or to demolish any civil work, building or structure:					
	a) When considered dangerous beyond repair	Full Powers	Rs.One lakh in each case	Rs.50000/- in each case	Nil	Nil
	b) For any other reason	Full Powers upto Rs.1 Lakh	Upto Rs.50000/-	Nil	Nil	Nil
4.14	Purchase of clocks, time pieces, furniture and other articles of office equipment based on quotations wherever feasible.	Full Powers	Full Powers	i) Furniture - Full powers as per sanctioned scales ii) Other items - Rs.One lakh per annum	Nil	Nil

Guidelines/SR issued by HO for specific areas

4.15	Purchase of books, periodicals, stationery and other sundry articles including photographic paper.	Full Powers	Full Powers	Full Powers	Rs.5000/- p.a.	Rs.2000/- p.a.	
4.16	Sanction of purchase of articles and equipment for the Company Guest Houses, Inspection Bungalow, Dormitory, etc., based on quotations wherever feasible.	Full Powers	i) Rs.5 Lakhs in each case Upto One Crore per annum per building	i) Initial expenses upto Rs.2.5 lakh in each case ii) Replacement & Renewals Rs.50000/- per annum per building	Nil	Nil	
4.17	To institute, conduct and defend any legal proceedings by or against the Company or its officers or otherwise concerning the officers of the Company and also to allow time for payment or satisfaction of any debts due and of any claim or demands by or against the Company and to sanction legal charges:	Full Powers	Full Powers	Full Powers for pay- ment of legal fees as per Government approved scales to Legal Counsels (Note: Approval of MD is required for engaging legal counsels)	Nil	Nil	
4.18	To sub-delegate all or any of the powers, authority/discretion	Full Powers in respect of powers vested in him	Nil	Nil	Nil	Nil	
4.19	To sanction contribution/ subscription to Technical/ Professional Institutions relevant to the activities of the Corporation	Full Powers	Full Powers upto Rs.25000/-	Full Powers upto Rs.10000/- per annum	Nil	Nil	
4.20	To fix working hours/declare general holidays.	Full Powers	Nil	Nil	Nil	Nil	
4.21	Payment of medical charges in special case	Full Powers	Upto Rs.5000/-	Nil	Nil	Nil	
4.22	Execution of instruments, deeds, leases, contracts, etc., on behalf of the Company	Full Powers	Full Powers	Full Powers in respect of tender accepted by them and/or approved by higher authorities. CPM- Full Powers in respect of Secre- tarial, Personnel and Administrative matters.	Full Powers in respect of tender accepted by them and/or approved by higher authorities. SEP - Full Poweers in respect of Personnel and Administrative matters	Full Powers in respect of tender accepted by them and/or approved by higher authorities. DO(A)- Full Powers in respect of Personnel and Administrative matters	PO - Authorised to sign documents in respect of personnel and administrative matters
4.23	To invite/consult experts/ technicians for purposes of the Corporation and sanction expenses thereon.	Full Powers	As to CEs	Full Powers in respect of conducting model studies required for the works and payment of charges thereon to Govern- ment bodies such as KERS, CWPRS, etc.	Nil	Nil	
4.24	To sanction advances to employees to meet expenditure on Medical attendance and treatment for themselves and for their family Members.	Full Powers	As to CPM	CPM- Full Powers on case to case basis	Nil	Nil	

4.25	Retention of Quarters in the Project locations beyond the stipulated period in case of:						
	(a) Transferred employee	Full Powers	As to CEs	Full powers in respect of employees working under their jurisdiction till the end of the academic year	Nil	Nil	
	(b) Deceased employee	Full Powers	Upto 6 months. One year in exceptional cases.	Full Powers in respect of employees working under their jurisdiction normally for 3 months from the date of the death of the employee extendable to 6 months in exceptional cases	Nil	Nil	
5.00	PERSONNEL						
5.01	Creation of posts on approved scales of pay and allowances and abolition thereof.	Upto and including the post equivalent to posts of the Executive Engineers.	Nil	Nil	Nil		
5.02	a) Appointment against sanctioned post by recruitment/promotion	Upto and including the post of Superintending Engineers	As per CEs	All categories of workmen in consultation with HO & as per guidelines of HO	Nil	Nil	
	b) Fixation of pay on initial recruitment at a stage higher than the minimum	Upto 3 advance increments above the minimum of the scales or 2 advance increments over pay last drawn in Public Service	Nil	Nil	Nil	Nil	
	c) Extension of joining time beyond the stipulated time upto 4 months including the joining time indicated in the Appointment Order subject to scaling down in the seniority	Full Powers	As per CPM	CPM - Full Powers	Nil	Nil	
5.03	Transfer of employee	Full Powers	EEs with his jurisdiction	AEEs and equivalent within his jurisdiction	AEs & equivalent within his jurisdiction	JEs & equivalent with- in his jurisdiction	

5.04	Making incharge arrangements:-						
	a) In clear vacancies and approving payment of additional duty allowance	Full Powers	SEs & equivalents upto one year.	Upto & including EEs & Equivalents for a period upto 6 months	Nil	Nil	
	b) In leave vacancies & approving payment of Additional Duty Allowance	Full Powers	Full Powers upto CEs upto 90 days	Full Powers upto & including SE upto 90 days	Full Powers upto & including AEEs upto 90 days	Full Powers upto & including AEs upto 90 days	
5.05	a) Approval of deputation on usual terms of employees from/to Government/Public Sector Undertakings	Full Powers Upto and including Superintending Engineers	Nil	Nil	Nil	Nil	
	b) Absorption of deputed employees in service of the Company and fixation of pay thereof	Full Powers upto and including Superintending Engineers	Nil	Nil	Nil	Nil	
	c) Appointments of contract	Full Powers upto and including Superintending Engineers	Nil	Nil	Nil	Nil	
	d) Absorption of Central/State Government employees on voluntary retirement in the services of the Corporation	Full Powers upto and including Superintending Engineers	Nil	Nil	Nil	Nil	
	e) Fixation of pay for (c) & (d) above. Upto and including Superintending Engineers.	Full Powers	Nil	Nil	Nil	Nil	
5.06	Re-arrangement within the sanctioned strength of employees amongst administrative units including transfer of posts	Full Powers	Upto EEs One Year	Full Powers upto & including AEEs for period upto 6 months	Full Powers upto and including AEs for a period upto 6 months	Nil	
5.07	Sanction of leave and all matters relating thereto -						
	a) Other than Casual Leave	Full Powers	Full Powers upto CEs for 90 days As per CPM upto EEs	Full Powers upto & including SE upto 90 days CPM sanction of leave beyond 90 days on medical grounds to the employees of the rank of AEEs & below	Full Powers upto and including AEEs upto 90 days SEP - will issue all leave clearance other than Casual leave to all the categories/ cadres subject to approval by the Competent Authority	Full Powers upto and including AEs upto 90 days DO(A)- will issue all leave clearance other than Casual leave to all the categories/ cadres subject to approval by the Competent Authority	PO - will issue all leave clearance other than Casual leave to all the categories/cadres subject to approval by the Competent Authority
	b) Casual Leave	Full Powers	As per CEs	To himself under intimation to MD - All others reporting to him.	To himself & all employees reporting to him.	To all employees reporting to him.	AEE - To all employees reporting to him.
5.08	Sanction of Advance increment			--	--	--	--

5.09	Deputation of specially skilled employees or regular maintenance establishment to construction works	Full Powers	Full Powers upto AEEs	Full Powers upto JEs within his Wing.	Nil	Nil
5.10	To initiate/take disciplinary action under applicable rules, against employees involving fine, warning, censure, stoppage of increments/promotion, recovery of loss caused, reduction or dismissal.		<..... As per Certified	Standing Orders and KPCS	CCA Rules 1982	
5.11	Sanction of compensation to workers as per requirement or law.	Full Powers	Full Powers	Nil	Nil	
5.12	Sanction of -					
	(a) Overtime wages to employees	Full Powers	Full Powers	Nil	Nil	Nil
	(b) Sanction of Extra Wages	Full Powers	Full Powers	Full Powers in respect of Workmen working under their jurisdiction CPM- In addition, full powers for Corporate Cadre employees		
5.13	Sanction of daily rates for specially skilled workers not specified under the Schedule of Rates	Full Powers	As per CPM	Nil	Nil	Nil
5.14	To prescribe service bonds/ agreements to be executed by employees on recruitment/promotion/deputation	Full Powers	Nil	Nil	Nil	Nil
5.15	To fix the amount of security deposit and form of security bonds to be taken from employees in-charge of cash/stores	Full Powers	Nil	Nil	Nil	Nil
5.16	Deputation of employees to training, seminar and conferences for study, refresher courses within India and sanction of all expenses thereon	Full Powers	Upto EEs	Nil	Nil	Nil
5.17	To fix the date/mode of disbursement of salaries/allowances	Full Powers	Nil	Nil	Nil	Nil
5.18	To sanction termination of service of employees for want of vacancies or on retirement/superannuation	Full Powers where he is the Appointing Authority	As per CEs	Full Powers where he is the appointing authority	Nil	Nil

5.19	Sanction of acceptance by employees of awards and fee, honorarium or other payment from other sources for service rendered outside working hours	Full Powers	Nil	Nil	Nil	Nil	
5.20	(a) Sanction of travel on duty and all matters relating to travelling allowance subject to guidelines and Circulars issued on Economy Measures from time to time	Full Powers					
	i) Within the State		Self and Subordinates	Self & subordinates	Self & subordinates	Upto & including AEEs	
	ii) Outside the State		Upto and including CEs	Upto & including SEs	Upto & including EEs	Nil	
	(b) Approving Air Journeys of Officers	Full Powers	Self & in executive class and CEs in economy class	Self & SEs under their jurisdiction only in economy class	Nil	Nil	
5.21	Sanction of advance of salaries to employees						
	(i) On Transfer	Full Powers	Full powers for self and subordinates	Full powers for self & subordinates	Full powers for subordinates	Full powers for subordinates	
	(ii) On Leave	Full Powers	Upto AEEs	Nil	Nil	Nil	
5.22	Sanction of Advances - As per Schemes and Rules						
	i) Festival	Full Powers	Full Powers	Full Powers	Full Powers		
	ii) Provident Fund	Full Powers	Nil	Nil	Nil	Nil	Trust normally sanctions advances as per GPF/CPF Schemes
	iii) House Building/Purchase/ interest subsidy	Full Powers	Upto AEEs	In respect of Workmen under his jurisdiction subject to other guide lines issued from HO CPM - Full Powers	Nil	Nil	Nil
	iv) Purchase of Vehicles	Full Powers	Full Powers for employees working under his jurisdiction	Full Powers for employees working under their jurisdiction	Full Powers for employees working under their jurisdiction except Cars	Full Powers for employees working under their jurisdiction for Bicycles	
5.23	To fix instalments for recovery of over payment of pay and allowances	Full Powers	Full Powers	Nil	Nil		
5.24	To sanction ex-gratia payment to employees in case of injury sustained while on duty	Upto Rs.5000/- per case excluding medical expenses.	Upto Rs.2000/- for injury and Rs.5000/- for death, subject to a maximum of Rs.25000/- per annum.	Upto Rs.1000 for injury & Rs.2000 for death subject to a maximum fo Rs.10000 per annum	Nil		

5.25	a) Resignation of employees and regulation of recovery of dues	Full Powers	In respect of employees appointed by him CPM- In respect of AEEs and Equivalent and below	In respect of employees appointed by them	Nil	Nil
	b) Initiating/dropping of legal action in desertion cases on the advice of Legal Adviser and forfeiture of Security Deposit during the contract period	Full Powers	CPM- Full Powers	Nil	Nil	Nil
5.26	Approving -					
	a) Home Travel Concession(HTC)	Full Powers	Full Powers upto CEs	Full Powers upto & including SEs	Full Powers upto & including AEEs	Full Powers upto & including AEs
	b) Performance of HTC in employees own vehicle as per TA rules	Full Powers	Employees under his jurisdiction	Employees under their jurisdiction	Nil	Nil
	c) Change of Home town once in service	Full Powers	In respect of employees appointed by him CPM - In addition, for all employees	In respect of employees appointed by them CPM - In addition, for all employees	Nil Nil	Nil Nil
5.27	Condonation of delay in submitting					
	a) TA/TTA/HTC Bills upto the period of 3 months	Full Powers	Employees working under him	Employees working under their jurisdiction	Nil	Nil
	b) Hypothecation of documents in respect of HBA/HPA/Vehicle advances	Full Powers	CPM- Upto a period of 3 months	CPM- Upto a period of 3 months	Nil	Nil
5.28	Release of Gratuity, CPF, Pension and other benefits under the relevant rules	Full Powers	CPM- Full Powers	CPM- Full Powers	Nil	Nil