

**Manual of Delegation of Powers**

Amount in Rupees

**Delegation of Powers in Respect of Works, Repairs, and Replacement**

S.L No	Particulars	DT/DF	MD	CPC	Board	
	Procurement and Award of Works	Upto and inclusive of Rs 5.00 Crores.	Upto and inclusive of Rs 10.00 Crores.	More than Rs 10.00 Crores and upto Rs.20.00 Crores.	More than Rs 20.00 Crores	
<b>A</b>	<p><b>CAPITAL EXPENDITURE</b></p> <p>a) Any approval within the delegated power in excess of 15% over current schedule of rates shall have to be exercised with the prior approval of Corporate office.</p> <p>b) To guard against misuse of delegated powers, necessary budgetary controls and detailed system with built in checks and balances shall be put in place.</p> <p>To accord sanction to estimates in respect of :- (for the approved works included in the Capex plan)</p>					
S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
1	Extension and improvement to the existing Distribution systems.	Full powers subject to the works being included in the capital works programme	75,00,000 subject to the works being included in the capital works programme	30,00,000 subject to the works being included in the capital works programme	1,00,000 subject to the works being included in the capital works programme	nil
2	Rural Electrification	Full powers (CEEs, BRAZ,CTAZ only)	75,00,000 (SEEs, BRAZ,CTAZ circles only)	30,00,000 (EEs, BRAZ,CTAZ, Divisions only)	1,00,000 (AEEs, BRAZ,CTAZ Sub Divisions only)	nil
3	Power supply to Irrigation pump sets	Full powers	10,00,000	8,00,000	5,00,000	nil

  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
4	a) Service connections including BHAGYA JYOTHI/KUTIRA JYOTHI/water supply for local bodies only	Full powers	20,00,000	10,00,000	2,00,000	nil
5	Electrical works such as Electrification of company's buildings/Quarters	Full powers	5,00,000	2,00,000	25,000	nil
6	Civil Engineering works inclusive of connected Electrical works	Full powers	15,00,000	5,00,000	50,000	nil
B	<b>ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION TO ESTIMATES IN RESPECT OF DEPOSIT CONTRIBUTION /SELF EXECUTION WORKS.</b>					
B1	<b>Deposit Contribution works</b>	Full Powers	100 LAKHS	30 LAKHS	1,00,000	
B2	<b>Self Execution works</b>	Full Powers	50 LAKHS	25 LAKHS	nil	

\* Subject to obtaining reallocation of the budget from the division office.

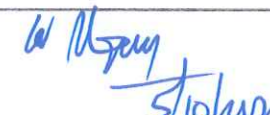
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**GM (A & HR)**  
**BESCOM**

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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
<b>C</b>	<b>Approval For the excess over the sanctioned estimates in respect of</b>					
1	Electrical works including works executed Departmentally.	Up to 15% over the estimate sanctioned by himself or by the lower authority	Up to 10% over the estimate sanctioned by himself or by the Divisional Engineer	Up to 5% over the estimate sanctioned by himself	—	
2	Civil works including connected electrical works	Up to 15% over the estimate sanctioned by himself or by the lower authority or 10% excess over the accepted tender value which ever is higher	Up to 10% over the estimate sanctioned by himself or by the Divisional Engineer or 10% excess over the accepted tender value which ever is higher. Provided the total cost of work is within his powers of sanction to estimates.	Up to 5% over the estimate sanctioned by himself or 10% excess over the accepted tender value which ever is higher. Provided the total cost of work is within his powers of sanction to estimates.	—	
<b>Note to C1 &amp; C2: Subject to the provisions of para 323A of Accounts Manual Volume 2 of KEB/KPTCL</b>						
<b>D</b>	SANCTION OF REVISED/SUPPLEMENTAL ESTIMATES IN RESPECT OF ELECTRICAL AND CIVIL WORKS	Up to 30% of the original estimated cost	up to 20% of the limit of their powers of sanction of original estimates	up to 10% of the limit of their powers of sanction of original estimates	upto 5% of the limit of their powers of sanction of original estimates	
<b>E</b>	APPROVAL FOR THE ACCEPTANCE OF TENDERS FOR THE EXECUTION OF ELECTRICAL/CIVIL WORKS	Rs 25,00,000 so long as the cost of work does not exceed the sanctioned estimated amount by more than 25 % (variation Allowed within his powers)	Rs 10,00,000 each work so long as the cost of work does not exceed the sanctioned estimated amount by more than 15% (variation Allowed within his powers)	Rs 5,00,000 each work so long as the cost of work does not exceed the sanctioned estimated amount by more than 10% (variation Allowed within his powers)	—	
Note: Any excess of above percentages shall be approved by the next higher authorities						

*A/S/10/2023*  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
<b>F</b>	<b>EXECUTION OF WORKS</b>					
1	Departmentally calling for tender.	<b>Upto the approved Financial Powers</b>	<b>Upto the approved Financial Powers</b>	<b>Upto the approved Financial Powers</b>	—	
2	By Contract System work (including total/partial turnkey).	2,00,00,000	1,00,00,000	50,00,000	nil	
3	Award of Electrical/Civil works at schedule of rates or below the schedule of rates of BESCOM/PWD SR works	Electrical 5,00,000 Civil 5,00,000	Electrical 5,00,000 Civil 4,00,000	Electrical 5,00,000 Civil 3,00,000	Electrical 50,000	nil
Note- Electrical works enhanced as per 106th BOD resolution dated: 18.12.2020						
<b>G</b>	<b>WORKS CONTRACTS</b>					
1	Execution of contract Agreement	For all approved contracts, Executive Engineers can execute the contract agreement				
2	Cancellation of contract Agreement	Executive Engineers can formally cancel the contract. The approval of the higher authority shall be obtained in case the agreement is executed on the approval of higher authority.				
<b>H</b>	<b>CONDONATION OF DELAY IN EXECUTION OF CIVIL WORKS/OTHERWORKS CARRIED OUT BY CONTRACT</b>	Can condone up to 12 months beyond the period fixed in the contract approved by the company/themselves /GMs.	Can condone up to 6 months beyond the period fixed in the contract approved by themselves/EEEs	Can condone up to 3 months beyond the period fixed in the contract approved by themselves.		
Note- more than one year, proposal has to come to corporate office for condonation of delay upto 3 yrs.						

  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
<b>I</b>	<b>REVENUE EXPENDITURE WORKS</b>					
1	Dismantling/Decommissioning of idle power service lines, service mains, machinery, plant, building etc.	Full powers	4,00,000	1,00,000	Rs 50,000 subject to obtaining budget reallocation from division office.	
2	Maintenance of small park, gardens in front of Offices.	Rs 1,00,000 per annum	Rs 50,000 per annum	Rs 30,000 per annum	Rs 15,000 per annum	Rs 5,000 per annum
<b>J</b>	<b>Repairs &amp; Replacements</b>					
1	Repairs & Maintenance of plant, Machinery and lines including replacement. <b>(* for each work)</b>	20,00,000	10,00,000	3,00,000	Rs 50,000 towards distribution system only subject to budget provision.	20,000 towards distribution system only subject to budget provision.
2(a)	Repairs to faulty Distribution Transformers	—	Full powers	—	—	
(b)	Minor Repairs to Distribution Transformers	—	—	Full powers as per RC	Rs. 10,000 per DTC Upto 100 KVA	Rs. 5000 per DTC Upto 100 KVA

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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
3	Repairs to buildings(As per PWD schedule of rates)					
a)	In respect of buildings which are in existence for more than 30 years.	2,00,000	1,00,000	50,000	—	
b)	In respect of buildings which are in existence for more than 20 years but up to 30 years.	1,50,000	75,000	40,000	—	
c)	In respect of buildings which are in existence for 20 years and less.	1,00,000	50,000	25,000	—	
Note- More than above it has to submitted to corporate office.						
4	Repairs to vehicles in respect of					
a)	Light vehicles such as Cars, Vans, jeeps, etc	Rs 50,000 per vehicle per year	Rs 30,000 per vehicle per year	Rs 20,000 per vehicle per year	Rs 5,000 per vehicle per year	
b)	Heavy Vehicles such as lorries, Trucks, cranes, bucket vans, cable fault locating vehicle etc.	Rs 2,00,000 per vehicle per year	Rs 1,00,000 per vehicle per year	Rs 50,000 per vehicle per year	Rs 25,000 per vehicle per year	
<b>Note:</b> 1) An expenditure of Rs 5,000/- towards petty/minor repairs can be incurred without an estimate and purchase order. 2) Executive Engineers can make 100% payment against the delivery of the vehicle provided the estimate is sanctioned by the competent authority. 3) The cumulative total expenditure of each light vehicle should not exceed Rs 1,00,000/- per annum and Rs 2,00,000/- per annum in case of each heavy vehicle. 4) Cumulative total expenditure during the life of vehicle should not exceed the current cost of such vehicle.						

  
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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
5	Repairs to furniture	Full Powers	Full Powers	Full Powers	* 3000 at a time	*1000 at a time
6	Repairs to T&P Articles	Full Powers	Full Powers	Full Powers	*3000 per annum	*1000 per annum
7	Repairs to:					
	a) Office Equipments	Full Powers	Full Powers	Full Powers	*3000 per annum	*1000 per annum
<b>Note:</b> to 5, 6 & 7 * Subject to obtaining reallocation of the budget from the division office.						
	b) Copiers (Xerox)/ Duplicating Machines, <b>(Is applicable where there is no AMC contract subject to obtaining corporate approval).*</b>	Full Powers	Rs 50,000 per year per machine	Rs 20,000 per year per machine		
	c) Computers, fax machines,air conditioners, batteries, UPS,Laptops,servers,printers, scanners	Full Powers	Rs 50,000 per annum	Rs 30,000 per annum	Rs 20,000 per annum	Rs 5,000 per annum
<b>Note:</b>						
1) If there is any AMC contract entered into by GM(Procurement) the same terms of the contract shall be strictly adhered to.						
2) In case of upgrading of computers and other electronic equipments, proposal shall be sent to corporate office for approval.						
8	Repairs & Maintenance sports equipments such as multigyms, table tennis, Billiards, etc.					

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Manual of Delegation of Powers						Amount in Rupees
Delegation of Powers in Respect of Purchases						
S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
1	Invitation of tenders.	2,00,00,000	1,00,00,000	50,00,000	1,00,000	
<b>NOTE: GM(Procurement) Corporate Office in the absence of Chief General Manager(Ele)(Procurement) shall exercise the powers of CGM(Ele).</b>						
2	Acceptance of tenders in case of					
	a) Advertised tenders (Calling tenders by open advertisements/ e-tendering).	2,00,00,000	1,00,00,000	50,00,000	1,00,000	
<p><b>NOTE:</b></p> <p>1. In case only one tender is received in response to a tender notification published in leading newspapers, then the dates should be extended again duly informing other firms who have taken the tender form, and also other similar firms on internet about the receipt of single tender duly extending the date of sale of bid documents.</p> <p>2. In spite of extending the date twice if only one tender is received, the tender inviting authority is empowered to accept the tender with the approval of the next higher authority.</p> <p>3. In case of single bid/single qualified firm, then such cases shall not be processed unless it is brought for discussions in the ORM/CRM (As per proceeding of ORM dated 07.08.12)</p>						
	b) Limited tenders (Calling tenders from a limited number of firms registered with BESCO and / or reputed manufactures/firms)	1,00,000	1,00,000	1,00,000	1,00,000	
<b>Note- proposed to enhance upto 5 lacs subject to obtain permission from Dept of finance (GOK) in respect of electrical works</b>						

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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
3	Purchase of proprietary spares(proprietary spares means the spares obtainable only from the original suppliers/ manufacturers of the particular equipment /accessory/component)	Full Powers	3,00,000	2,00,000*	25,000/-	
Note: 1. Payment of advance in respect of proprietary spares upto Rs 1,00,000 shall be made by CGM(Ele).						
2. In case of emergency nature where the materials are required to put back the equipment/line into service (Not for store stock)						
4	a)Urgent purchases by local/ telephonic enquiry	1,00,000	75,000	10,000	5,000	3000/-
	b)Purchase of fuel out of imprest	25,000	20,000	10,000	5,000	3000/-
5	Sundry purchases from Government institutions, Janatha Bazars, Co-operative societies without calling for quotations.	50,000	30,000	20,000	10,000	5000/-
6	Full payment against proof of delivery (proforma invoice)					
	a)Proprietary Spares.	Full powers	3,00,000	2,00,000	25000/-	
	b)Other Items					

  
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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
7	Placing of purchase order in respect of :					
	a)Rate contract approved by Company	Can place purchase order against rate contracts within his powers of purchase.	Can place purchase order against rate contracts within his powers of purchase.	Can place purchase order against rate contracts within his powers of purchase.		
	b)Placing of purchase orders at GEM(govt electronic marketing) /SPD rates.	Can place purchase orders within their Financial Powers	Can place purchase orders within their Financial Powers			
<b>Note:No purchase order need be placed when the total value of the purchase is less than Rs 10,000.</b>						
8	Renewal of Currency of Purchase order for a period of 12 months beyond the date first prescribed in the purchases order provided no extra cost is involved.	can renew the currency of the purchase orders placed by himself.	can renew the currency of the purchase orders placed by himself.	can renew the currency of the purchase orders placed by himself.		
9	To place an extension order to a purchase order within 6 months not exceeding once provided prices have not fallen during the period and total amount of purchase including amount of extension order does not exceed their powers of purchase.	can place extension order to the extent of 25% of the origibnally ordered Quantity & cost (placed by themselves).	can place extension order to the extent of 25% of the origibnally ordered Quantity & cost (placed by themselves).	can place extension order to the extent of 25% of the origibnally ordered Quantity & cost (placed by themselves).		

  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
10	Acceptance of excess supplies.	Can accept excess supplies up to 10% of the quantity in respect of the purchase orders placed by themselves provided the total cost is within their powers of purchase.	Can accept excess supplies up to 10% of the quantity in respect of the purchase orders placed by themselves provided the total cost is within their powers of purchase.	Can accept excess supplies up to 10% of the quantity in respect of the purchase orders placed by themselves provided the total cost is within their powers of purchase.		
11	Payment of application fee for import license	Full powers	nil	nil		
12	Acceptance of increase in prices:					
	a) In cases of statutory variations in Duties/Taxes/Freight and extraordinary events like revaluation of currency and in cases of rise in insurance rates.	Full powers within the original delivery schedule.	Full powers within the original delivery schedule.	Full powers within the original delivery schedule.		
	b) In case of variations in Raw materials prices.	Full Powers subject to IEMA formula are approved				
13	Condonation of delay/levy of penalty/levy of penalty at reduced rates/Waival of penalty.	Guide lines as per B.O.No. KEB/B5/3410/77-78 dated 19-5-81(Annexure-1) adopted in BESCO GM(Proc) can exercise the power with the prior approval of Managing Director, BESCO.				

  
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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
14	Purchase of Stationery, Printing of forms, registers, annual financial statements, administration reports, accounts manuals.	10,00,0000 Per annum	7,50,000 per annum	5,00,000 per annum	100000 per annum	
15	Purchase of Reference books Acts and Rules, Dictionaries, Topo sheets, Maps, Magazines(Technical/Finance )etc.,	50,000 per annum	10,000 per annum	5,000 per annum	2,000 per annum	
16	Purchase of furniture in respect of newly sanctioned staff and also towards replacement.	Full powers	Full powers	25,000 per annum		
17	Purchase of photocoping machines, fax machine, Projectors etc.	Full powers	Full powers			
18	Purchase of Computer, Printers and other IT related equipment.	5 lacs per annum	3 lacs per annum	2 lacs per annum	1 computer and printer per annum not more than 1 lac for both.	
<b>Note: subject to issue of specification of computer and printer from GM( ICT &amp; MIS)</b>						
19	Photographs & Videograph.	Rs 50,000 per annum	Rs 30,000 per annum	Rs 15,000 per annum	Rs 10,000 per annum	
20	Purchase of Clocks and Time Pieces, caculators.	Rs 5,000 per annum	Rs 1,000 per annum	Rs 1,000 per annum		
21	Purchase of Crockery etc.,	Full powers	Rs 10,000 per annum	Rs 5,000 per annum	Rs 2,000 per annum	
22	Purchase of Cloth for Uniforms.	-	GM(Procurment)-full powers	-		
23	Payment of stitching charges for uniforms.	Full powers	Full powers	Full powers		

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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
24	Purchase of Shoes, Chappals, Rubber Boots.	Full powers(subject to ceiling powers fixed)	Full powers(subject to ceiling powers fixed)	Full powers(subject to ceiling powers fixed)		
25	a)Condonation of delay in submission of bills for supplies/services.	Can condone the delay if the claims are preferred within one year from the date of supplies / services.	Can condone the delay if the claims are preferred within one year from the date of supplies / services.	Can condone the delay if the claims are preferred within one year from the date of supplies/services. Order placed by them and their subordinates		
	b) Condonation of delay in execution of contract documents provided it does not affect deliveries and increase in price variation.	Up to a maximum of 90 days.				
	c) Condonation of delay in execution civil works/other works carried out through contractors.	B.O.No.KPTCL/B19/1682/90-91 Dated:15.11.2000 As per(Annexure-6)				
26	Modifications in the orders approved by the Company.	GM(Procurement) with competent approval can make modifications in the Purchase order placed without involving the company in extra Financial commitments.				

  
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**Manual of Delegation of Powers**

Amount in Rupees

Delegation of Powers in Respect of Misc. Expenditure							
S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs	
<b>Miscellaneous Expenditure</b>							
1	Shifting of Telephones	Full Powers	Full Powers	Full Powers			
2	Advertisement in News papers in the following cases.						
	i) Recalling for duty/ termination/dismissal matters.	i) In approved news papers at ruling rates from time to time.	i) In approved news papers at ruling rates from time to time.	i) In approved news papers at ruling rates from time to time.			
	ii) Revenue matters.	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally		
	iii) Notices/Warnings pertaining to unauthorized tapping power.	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally	ii) In local newspapers at ruling tariffs whenever information to be disseminated locally		
3	P&T Telephone	Zonal CEEs can sanction a) P&T Telephone with STD facility to the officer/ residences of EEEs O&M Dvns.	Can have P&T Telephone with STD facility to both his office and residence.				
		b) P&T Telephone without STD facility to the offices of the AEEEs O&M Sub divisions Account/Non Accounting Sections/All manned stations.					
Note: a) Mobile phones shall be sanctioned by Corporate Office only. b) Internet/ Broad band / any other additional facility shall be sanctioned by Corporate Office only.							

  
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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
4	Payment of GST, inspection fees, Octroi, Tax and other statutory charges.	Full Powers	Full Powers	Full Powers		
5	Missing Vouchers	CGM (F&C) is authorised to approve certificate in lieu of missing Vouchers subject to Audit.				
6	Engaging Private Buildings on rent/lease basis for office accommodation.	<p>AEE/EE/SEE/CEE is authorise to engage private building on rent/lease basis when the rental amount is less or equal to PWD rates. If the rental amount is more than PWD rates it shall compare rental rates paid by other State Govt/Central Govt/PSU in that area within a radius of 1 KM and if the rent paid by them are equal or more than the proposed he can execute the agreement, without sending the file to his superior officer.</p> <p>If the rental amount is more than rent paid by other State Govt/Central Govt/PSU within a radius of 1 KM the file shall be sent to next higher officer with detail reccomendation. The higher officer i.e. EEE/SEE/CEE shall make spot inspection of the rental premises. If he is convinced himself that there are no other options, then he can approve the higher rates upto 5% above the rate of the rent paid by the other State Govt/Central Govt/PSU with indicating due reasons.</p> <p>If the rent proposed is more than 20% alternative building has to be found. All proposals have come to corporate office.</p>				
7	Tea and Refreshments					
	i) Official meeting	Can incur up to Rs 300 per member present if lunch is arranged OR Rs. 100 per head.	Can incur up to Rs 300 per member present if lunch is arranged OR Rs. 100 per head.	Can incur up to Rs 300 per member present if lunch is arranged OR Rs. 100 per head.	Can incur up to Rs 300 per member present if lunch is arranged OR Rs. 100 per head.	
	ii) VIPs visiting the offices.	Rs. 15000 per month or actual expenditure which ever is less.	Rs. 10,000 per month or actual expenditure which ever is less.	Rs. 5000 per month or actual expenditure which ever is less.	Rs. 1000 per month or actual expenditure which ever is less.	
8	Rent for Power lines crossing Railway lines.	Full Powers	Full Powers	Full Powers		
9	Payment to Railways.	Can pay necessary payment towards Railway Freight Charges payable by Credit notes or otherwise in consultation with the Railways.	Can pay necessary payment towards Railway Freight Charges payable by Credit notes or otherwise in consultation with the Railways.	Can pay necessary payment towards Railway Freight Charges payable by Credit notes or otherwise in consultation with the Railways.		


*W. N. Sharma*  
GM (A & HR)  
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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
10	Destruction of time barred records.	Full Powers in accordance with the Corporate Orders issued from time to time.	Full Powers in accordance with the Corporate Orders issued from time to time.	Full Powers in accordance with the Corporate Orders issued from time to time.		
11	Maintenance of Guest House (Departmentally).		i) Can incur expenditure @ Rs 500 per month for routine maintenance.  ii) Can incur annual recurring expenditure of Rs.5000 per year for replacement of linen, curtains, bedsheets, etc.,	i) Can incur expenditure @ Rs 500 per month for routine maintenance.  ii) Can incur annual recurring expenditure of Rs.5000 per year for replacement of linen, curtains, bedsheets, etc.,		
12	Contingencies.	Can purchase up to Rs 5000 per month.	Can purchase up to Rs 3,000 per month.	Can purchase up to Rs 2000 per month.	Can purchase up to Rs 1000 per month.	
<p>Note:</p> <p>1. Section Officers can also incur Rs. 500 per month towards purchase of contingencies.</p> <p>2. SEE's O&amp;M Circle allowed to incur actual expenditure of conducting departmental examinations on production of vouchers.</p>						
13	Engaging labour on contract basis for restoration of power supply during emergency.			Not exceeding Rs 25,000 at a time (duly reporting to next higher authority by drawing amount under proforma bill)	Not exceeding Rs 10,000 at a time (duly reporting to next higher authority by drawing amount under proforma bill).	Not exceeding Rs 5000 at a time (duly reporting to next higher authority by drawing amount under proforma bill)
14	Shifting of Revenue Accounts.	Can shift from one unit location to another unit location subject to sanctioned strength not being exceeded.				

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**GM (A & HR)**  
**BESCOM**



S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
15	Depositing of advance with Local bodies/Corporation or Governments (State & Central) for Carrying Boards works.	50,000	-	-	-	-
16	Issuing NOC to run generating sets by private parties.		No Objection Certificate to industries for installation of DG sets of 1000 KVA capacity and above which requires synchronization with the BESCOM grid to be communicated by the Corporate office.	EEs O&M Divisions may issue NO Objection Certificate to industries for installation of DG sets which do not require synchronization with the BESCOM grid after obtaining field report and subject to clearance of BESCOM dues/arrears if any by the industry.	-	-
17	Engaging Security Services, Data entry operators and other man power on contract basis through agencies.	ALL CGMs/CEEs/GMs/SEEs can tender subject to obtaining approval of Corporate Office.				

  
 5/10/2023  
 GM (A & HR)  
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 20/04/2023  
 12/08/23

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Delegation of Powers in Respect OF Establishment						
S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
<b>ESTABLISHMENT MATTERS</b>						
1	Appointment.	As per R&P Regulations.	As per R&P Regulations.	As per R&P Regulations.	-	
2	Declaration of Probationary Period.	Can declare as per Provisions of R & P Regulations.	Can declare as per Provisions of R & P Regulations.	Can declare as per Provisions of R & P Regulations.	-	
3	Promotion.	As per R&P Regulations.	As per R&P Regulations.	As per R&P Regulations.	-	
4	Promotion of Maintainance Establishment to Regular Establishment.	As per R&P Regulations.	As per R&P Regulations.	As per R&P Regulations.	-	
5	Engaging of part time Sanitary Workers. <b>(through outsource)</b>	Can engage Sanitary Workers on contract basis with the approval of Corporate Office. ( against sanctioned / non sanctioned posts)	Can engage Sanitary Workers on contract basis with the approval of Corporate Office. ( against sanctioned / non sanctioned posts)	Can engage Sanitary Workers on contract basis with the approval of Corporate Office. ( against sanctioned / non sanctioned posts)	-	
6	Transfer of Employees.	Zonal CGM can effect inter - Circle transfer of employees of the rank of JEs/ Senior Assistants and below within their jurisdiction as per the guidelines issued by the Company.	All employees of the rank of JEs and below and equivalent in their jurisdiction ( only by C, O & M GMs).	All employees of the rank of JEs and below and equivalent in their jurisdiction ( only by C, O & M GMs).	-	
<b>NOTE:</b>						
1) In case of Group A & B - 1) D(T) is empowered to transfer AE's.						
2) CGM(F&C) is empowered to transfer AAO's.						
3) Other officers by MD.						

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**GM (A & HR)**  
**BESCOM**

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
7	Sanction of Leave					
	I) Casual leave	Can sanction to themselves under intimation to next higher authority & all employees working under them.	Can sanction to themselves under intimation to next higher authority & all employees working under them.	Can sanction to all employees working under them.	Can sanction to all employees working under them.	
	II) Other Kinds of Leave.					
	a) Group A&B Officers.	Can sanction all kinds of leave except study leave for officers working under them / in their jurisdiction.	Can sanction all kinds of leave except study leave for officers working under them / in their jurisdiction.	Can sanction all kinds of leave except study leave for officers working under them / in their jurisdiction.	Can sanction to all employees working under them.	
	b) Group C & D Employees.	Can sanction all kinds of leave except study leave.	Can sanction all kinds of leave except study leave.	Can sanction all kinds of leave except study leave.		
	c) Special Disability Leave	CGM (Ele) can sanction to AEEs & AEs, CGM(F&C) can sanction to AOs & AAOs, CGM(Ele) can sanction to circle cadre employees whenever admisible up to 12 months with extra cost.	Can sanction to divisional cadre employees up to 3 months with or without extra cost. Further period up to 12 months can be sanctioned by CEE(Ele).			

  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
	d) Maternity Leave	Can sanction as per Regulations.	Can sanction as per Regulations.	Can sanction as per Regulations.		
8	Shifting of the posts.	Power rests with Corporate Office				
9	Sanction of Conveyance Allowance.	Can sanction subject to the provision of allowance to the posts.	Can sanction subject to the provision of allowance to the posts.	Can sanction subject to the provision of allowance to the posts.		
10	T.A.Bills					
	a) Counter Signature.	Full Powers	Can countersign bills of all subordinate staff. NOTE: TA Bills of GMs and above do not require counter signature.	Can countersign bills of all subordinate staff.		Can countersign bills of all subordinate staff.
	b) Condonation of delay including LTC/HTC.	Full Powers				

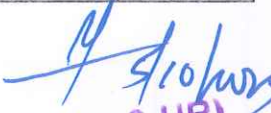
*4/5/10/2023*  
**GM (A & HR)**  
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*4/5/10/2023*  
**GM (A & HR)**  
**BESCOM**

S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs	
11	Advances						
	I) Advance of Pay, TA & Transfer grants.	Can Sanction to all employees working under them.	Can sanction to all employees working under them.	Can sanction to all employees working under them.			
			1) TA for journey on tour up to admissibility.	1) TA for journey on tour up to admissibility.			
			2) On month pay & admissible TA on transfer.	2) One Month pay & admissible TA on Transfer.			
	II) Proforma Bill Payment towards statutory payments. (And others)	AEE's/A.O's can draw upto RS. 50,000/- with the approval of the head of the office under head of account 27.205 subject to regularisation within a month.					
	III) Advances for House Building/ Purchase/ Enlargement.	As per Corporate office guidelines.					
	IV) Advances for purchase of Motorcycle/Scooter/Moped.	As per Corporate office guidelines.					
	V) Advances for purchase of bicycle.	As per Corporate office guidelines.					
	VI) Sanction of Festival advances.	Can sanction to himself & other employees working under them.	Can sanction to himself & other employees working under them.	Can sanction to himself & other employees working under them.			

  
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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
12	Increments	Can sanction increments & for all employees working under them.	Can sanction increments & for all employees working under them.	Can sanction increments & for all employees working under them.		
		<b>NOTE:</b> I. DGM (P&A), KPTCL shall issue payslips to all group - A officers. II. Respective pay drawing officers shall issue payslips to all group - B officers. III. Director ( Admin & HR ), KPTCL sanction special increment for small family in case of group - A officers.				
13	Imprest					
	a) Permissible Holding limit.	1,00,000	50,000	25,000	15,000/-	5000/-
	a1) Urgent payments towards annexure no. Utilisation As per OM BESCOM/BC31/41/16-17/743 dtd: 07.01.2017				50000/-	
<b>NOTE: Corporate Office can hold imprest upto Rs. 1,00,000</b>						
	b) Sanction	Can sanction to Circles	Can sanction to Divisions.	Can sanction to Sub-division and accounting sections.		

  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
	c) Payment out of imprest.	Rs. 50,000 ( limit does not apply to statutory payment such as advance of pay and DA, Telephone & Trunk call charges, Railway frieght, Vehicle taxes & Premium, Inspection fees etc.,).	Rs. 30,000 ( limit does not apply to statutory payment such as advance of pay and DA, Telephone & Trunk call charges, Railway frieght, Vehicle taxes & Premium, Inspection fees etc.,).	Rs. 20,000 ( limit does not apply to statutory payment such as advance of pay and DA, Telephone & Trunk call charges, Railway frieght, Vehicle taxes & Premium, Inspection fees etc.,).	Rs. 10,000 ( limit does not apply to statutory payment such as advance of pay and DA, Telephone & Trunk call charges, Railway frieght, Vehicle taxes & Premium, Inspection fees etc.,).	5000/-
14	Refund of Unpaid wages credited to miscellaneous revenue.	Full Powers subject to pre audit.	Full Powers subject to pre audit.	Full Powers subject to pre audit.	-	
15	Refund of other amounts credited to miscellaneous revenue.	Full Powers subject to verification by Internal audit.	Full Powers subject to verification by Internal audit.	Full Powers subject to verification by Internal audit.	-	
16	Writing off irrecoverable advance to staff.	Up to Rs 1,000 subject to verification by Internal Audit.	Up to Rs 500 subject to verification by Internal Audit.	Up to Rs 300 subject to verification by Internal Audit.		
17	Change of Name	Full Powers in case of all appointments within their powers of appointment.	Full Powers in case of all appointments within their powers of appointment.	Full Powers in case of all appointments within their powers of appointment.		
18	Pensionary Benefits	As per relevant rules issued from time to time.				
19	Voluntary Retirement	Full Powers within their powers of appointment.				

  
 GM (A & HR)  
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S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
20	Ex-gratia payment to Employee.	As per relevant rules issued by the Company.				
21	Accident grants to all employees who sustain serious injuries in the course of duty requiring hospitalization.	Can sanction as per prevailing norms (Annexure-4, 4a & 4b).				
22	Approval of Journey.	For their sub ordinates all journeys within the Zonal Jurisdiction.	For their sub ordinates all journeys within the Circle.	For their sub ordinates all journeys within the Division.	-	
23	Approval of Journey outside the State for inspection of materials.	GM ( Procurement) / CGM ( Tech) / SE O&M Circles are is authorised to depute employees with the prior approval of MD/D(T)/D(F). Zonal Chief engineers (Electricity) are authorised to depute their subordinates for BESCO related works.				
24	Journey of Medical Attendant / Employee.	Can sanction as per Medical Attendance Regulations.				
25	Compensation to dependents of deceased who die in electrical accidents.					
	a) Departmental.	As per provision under workmen Compensation Act.	As per provision under workmen Compensation Act.	-	-	
	b) Non Departmental.	As per Annexure-4a,b (B.O No. KPTCL: B7: 2476:95-96, Dtd 20.07.2001)				
	c) Compensation for tree cutting.(maximum off)	50,000 per owner	25,000 per owner	15,000 per owner	-	
	Note: above 50 thousand should obtain approval from corporate office					

*[Signature]*  
GM (A & HR)  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
	d) Compensation for damages to food and commercial crops.	25,00,000	5,00,000	1,00,000		
	e) Solatium to owners of animals that die of electrocution.	As per annexure 4b				
26	Charge Allowance.	In respect of EEE / DCA / AO/AEE working under them upto 12 months	In respect of Group B, C & D working under them upto 12 months	In respect of Group B, C & D working under them upto 12 months	-	-
<p>Note: 1. As per 120th BOD resolution dated: 21.09.2022 and subsequent amendment to DOP inclusions are as below:  a) MD - Full Powers  b) D(T) - In respect of CEE &amp; SEE upto 12 months.  c) D(F) - In respect of FA &amp; CA upto 12 months.  2. Beyond 12 months, General Manager (A &amp; HR) to sanction subject to approval from MD.</p>						
27	Deputation of employees to Govt./other Institutions/ Organisation	All deputations shall be approved by the Company.				
28	Transfer / Retention/ Suspension of lien on posts.	Vested with respective Appointing authorities.				
29	Recognition of Rural Revenue collection centres.	-	-	EEEs of O&M Division		
30	Deputation of employees for Rural Revenue collection centres.	-	-		AEE's of O&M Sub division.	
Note: Section Officers can also depute employees to recognized outstation revenue collection centres.						
As per circular BESCOM/BC-9/F-653/2012-13/CYS-33 approval is accorded to make "SPOT PAYMENT" for accident caused due to electricity. And BESCOM/GM(Q&S)/DGM-2/AGM-2/BC-35/2017-18/CYS-284 dated: 07.03.2018.						
	a) Fatal			30000/-	30000/-	
	b Non-Fatal			10000/-	10000/-	

*W. Aggarwal*  
**GM (A & HR)**  
**BESCOM**

**Manual of Delegation of Powers**

Amount in Rupees

**Delegation of Powers in Respect of revenue matters**

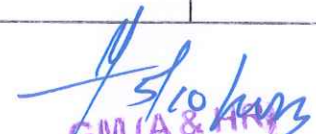
S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
<b>Revenue</b>						
1	Withdrawal/refund of revenue/tax subject to pre-audit. a.) i. Orders passed by the Appellate Authority except by the company. ii. In specific cases as per the directions of the Company for preparation of withdrawal statement. b.) All other cases except (a) (i) & (ii)	Full powers subject to pre audit	Up to 5 Lakhs subject to pre audit	Up to 3 Lakhs subject to pre audit	-	
2	Refund of Deposit including MMD & Miscellaneous Revenue.	Full powers subject to pre audit	Up to 5 Lakhs subject to pre audit	Up to 3 Lakhs subject to pre audit	nil	
3	Writing off of consumer irrecoverable arrears including Audit Short Claims.	Can write off upto Rs 5,000/- subject to verification by the Internal Audit.	Can write off upto Rs 3,000/- subject to verification by the Internal Audit.	Can write off upto Rs 2,000/- subject to verification by the Internal Audit.		
4	a. Recovery of Revenue Arrears including Audit Short Claims in instalments (in respect of permanent installations only).	Full powers	upto Rs. 1,00,00,000	upto Rs. 50,00,000	Upto Rs 1,00,000.	
Note: 1) The total no.of Instalments shall not exceed three. The first instalment shall be least 1/3 of the total outstanding. 2) If the CEE feels that there is a compelling need to give more relaxation, then he shall send proposal to corporate office quoting the reason						

  
**GM (A & HR)**  
**BESCOM**

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
	b. Recovery of Additional Security Deposit in installments.	Full powers in 3 installments.	Above Rs 3,00,000 up to Rs 5,00,000 in 3 installments.	Above Rs 2,00,000 up to Rs 3,00,000 in 3 installments.	Upto Rs 1,00,000 in 3 installments.	
5	a.(i) Sanction of permanent and temporary power supply to industries and other consumers, power supply to M.S building/Layouts.	Above 1001 KVA to 2000KVA	All HT 501 KVA to 1000 KVA	All HT upto 500 kVA	LT upto 67 HP.	
	Issuing of NOC for arranging power supply to M.S building and layouts.	Above 1001 KVA to 2000KVA	All HT 501 KVA to 1000KVA	All HT upto 500 kVA		
	<p>Note:</p> <p>1. Above 2000 kVA to be sent to Corporate Office for approval of Chairman BESCOM after obtaining the necessary technical feasibility report from the KPTCL</p> <p>2. In all the above cases if the load exceeds 7500 kVA approval of Technical Co-ordination Committee, KPTCL is required. (As per Amendment order No: BESCOM/GM(A&amp;HR)/BC50/2545/2018-19/CYS-16 dated: 04.10.2023).</p>					
6	Reduction of contract demand/ sanctioned load.	As per provisions of KERC - ES&D code 2000-01 vide note under code: 34.02.				
7	Servicing of new installations ( temporary/ permanent / M.S building/ Layouts/ HT/LT).	Above 2000KVA and EHT	upto 2000kva HT and 751KW and upto 2000KVA MS Building/ layouts	upto 1000kVA HT and 750KW for MS building/layouts	All LT Power, lift irrigation / temporary LT and HT installations.* upto 67hp except MS buliding/layout	
* Note. Section Officer/ A.E (O&M) can sanction and service installations upto 5kW in BMAZ area as per circular No. BESCOM/GM(T)/BC-20/F-1069/07-08/CYS-07, Dated 12.04.07						

  
**GM (A & HR)**  
**BESCOM**

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
8	Filing suits for revenue arrears.	-	-	Can file suits against consumers who are in revenue arrears, engaging legal advisors ( approved by GMs) at scheduled rates.	Can files suits against consumers who are in revenue arrears, engaging legal advisors ( approved by GMs) at scheduled rates.	
9	Signing of complaints and vakalaths.	Full Powers	Full Powers	Full Powers	Full Powers	
<b>Stores</b>						
1	Loss on Stores					
	a) Losses under Stock	Can write off losses in stock up to Rs. 5000 in each case subject to verification by the Internal Audit. The total amount so written off not to exceed Rs. 1,00,000 per annum.	Can write off losses in stock upto Rs. 3,000 in each case subject to verification by the Internal Audit and subject to a maximum of Rs. 50,000 per annum.			
	b) Due to theft and other causes such as damage, accident, fire, transit, weather conditions etc.,	Can write off to the extent of Rs. 5,000/- in each case subject to verification by the Internal Audit & after proper enquiry.	Can write off to the extent of Rs. 3,000/- in each case at the Divisional and the Sub Divisional Stores in their jurisdiction subject to verification by the Internal Audit and after proper enquiry.			

  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
2	Orders on					
	a) Annual Store counting.	Can pass orders for counting of excesses / shortages and scrapping in respect of BESCOM Central Stores.	Can pass orders for accounting of excesses / shortages and scrapping in respect to Divisional Stores.			
	b) T & P materials	Can pass final orders including scrapping of materials in respect of Zonal and Circle Offices.	Can pass final orders including scrapping of materials in respect of Divisional and below Offices.			
3	a) Hiring of Company Materials.	Can Authorise hiring of Boards materials to Government departments and local bodies subject to observance of rules as per Accounts Manual Vol-II	Can authorise hiring of Boards materials to Government departments and local bodies subject to observance of rules as per Accounts Manual Vol-II.	Can authorise hiting of Boards materials to Government deaprtments and local bodies subject to observance of rules as per Accounts Manual Vol-II.		

  
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S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
	b) Hiring of materials from Private parties such as DG sets, Jacks , cranes & Compressors for Board works in exigencies.	Up to Rs. 1,00,000	Up to Rs.50,000	Up to Rs. 25,000	Up to 10,000	'Up to 5,000
	c) Hiring of vehicle like Goods vehicle, bucket/ladder van, excavator cranes and compressors	Up to 100000 (chargeble to work order.)	Up to 50000 (chargeble to work order.)	Up to 25000 (chargeble to work order.)	Up to 10,000 (chargeble to work order.)	'Up to 5,000 (chargeble to work order.)
4	Debting of demurrage or wharfage charges to revenue expenditure.	Full Powers when such charges are beyond the control of employees concerned.	Up to Rs. 2,000 at a time when such charges are beyond the control of employees concerned.	Up to Rs. 500 at a time when such charges are beyond the control of employees concerned.		
5	Handling over charge by Store Keeper.	Can grant time to Store keepers to hand over charge as follows: i. Central Stores- 6 Weeks. ii. Divisional Stores- 4 Weeks.	Can grant time to Store keepers to hand over charge as follows: i. Central Stores - 3 Weeks. ii. Divisional Stores - 3 Weeks.	Can grant time to Store keepers to hand over charge as follows: i. Divisional Stores - 2 Weeks.		

*[Handwritten Signature]*  
**GM (A & HR)**  
**BESCOM**

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs	AEs
6	Binding of store Invoices and Receipts Vouchers.		Rs.250 for each Bundle containing 500 to 600 invoice / Vouchers by oral enquiry.	Rs.250 for each bundle containing 500 to 600 invoice / Vouchers by Oral enquiry.		
7	Refund / Adjustment of cost of service mains payable to consumers on duplicate bills ( subject to verification by I/A)	<p>I. Consumers furnishing non-payment certificate on the duplicate bill.</p> <p>II. AEEE of the sub division furnishing a non-payment certificate on the bill with reference of MB.</p> <p>III. The Internal Audit verifying the following records to confirm that payments were not made earlier.</p> <p>a. B.R.register.</p> <p>b. Cost Register of Service connection works.</p> <p>c. Measurement book.</p> <p>d. Register of Supervision charges.</p>	<p>I. Consumer furnishing non-payment certificate on the duplicate bill.</p> <p>II. AEEE of the sub Division furnishing a non- payment certificate on the bill with reference on MB.</p> <p>III. The Internal Audit verifying the following records to confirm that payments was not made earlier.</p> <p>a. B.R. register.</p> <p>b. Cost Register of Service connection works.</p> <p>c. Measurements book.</p> <p>d. Register of Supervision charges.</p>			

W. M. Sharma  
 GM (A & HR) / 10/10/2013  
 BESCO