

Manual of Delegation of Powers

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

SL No	Particulars	DT/DF	MD	CPC	Board
	Procurement and Award of works	Upto and inclusive of Rs. 3.00 Crores	Upto and inclusive of Rs. 5.00 Crores	More than Rs. 5.00 Crores and upto Rs. 10.00 Crores	More than Rs. 10.00 Crores.
SL No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
	Works				
A	CAPITAL EXPENDITURE				
	a) Any approval within the delegated power in excess 15% over current schedule of rates shall have to be exercised with the prior approval of Corporate office				
	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.				
	To accord sanction to Estimates in respect of : -(for the approved works included in the Capex Plan)				
1	Extension and Improvement to the existing Distribution Systems.	Full Powers subject to the works being included in the capital works programme.	50,00,000 subject to the works being included in the capital works programme.	20,00,000 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.
2	Rural Electrification.	Full powers(CEEs, BRAZ, CTDZ only	50,00,000(SEEs of BRAZ, CTDZ Circles only)	20,00,000(EEs of BRAZ, CTDZ, Divisions only)	1,00,000(EEs of BRAZ, CTDZ, Divisions only)
3	Power supply to Irrigation pump sets.	Full Powers	40,00,000	20,00,000	3,00,000
	* Subject to obtaining reallocation of the budget from the division office.				
4	a) Service connections including BHAGYA JYOTHI /KUTIRA JYOTHI / water supply for local bodies only	Full Powers	20,00,000	6,00,000	2,00,000
5	Electrical works such as Electrification of company's buildings / Quarters.	Full Powers	5,00,000	2,00,000	25,000
	*Subject to obtaining reallocation of the budget from the division office.				
6	Civil Engineering works inclusive of connected Electrical works.	Full Powers	15,00,000	3,00,000	-
B	ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION TO ESTIMATES IN RESPECT OF DEPOSIT CONTRIBUTION /SELF EXECUTION WORKS.	Full Powers	100 LAKHS	30 LAKHS	10,00,000
	* Subject to obtaining reallocation of the budget from the division office.				

	Subject to KTFP ACT				
C	APPROVAL FOR THE EXCESS OVER THE SANCTIONED ESTIMATES IN RESPECT OF.				
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.	
Note to C1 & C2: Subject to the provisions of para 323A of Accounts Manual Volume II of KEB/KPTCL.					
D	SANCTION OF REVISED/SUPPLEMENTAL ESTIMATES IN RESPECT OF ELECTRICAL AND CIVIL WORKS.	Up to 20% of the original estimated cost.	Up to 15% 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.	
E	APPROVAL FOR THE ACCEPTANCE OF TENDERS FOR THE EXECUTION OF ELECTRICAL / CIVIL WORKS.	Rs25,00,000 so long as the cost of work does not exceed the sanctioned estimated amount by more than 10% (Variation Allowed within his powers)	10,00,000 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)	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.					
F	EXECUTION OF WORKS				
1	Departmentally Calling for tender.	Upto the approved Financial Powers	Upto the approved Financial Powers	Upto the approved Financial Powers	
2	By Contract System work (including total/partial turnkey).	2,00,00,000	1,00,00,000	30,00,000	10,00,000
3	Award of Electrical/civil works at schedule of rates or below the schedule of rates of BESCOM/PWD SR Works.(Labour Award)	Electrical 1,00,000 Civil 5,00,000	Electrical 1,00,000 Civil 4,00,000	Electrical 1,00,000 Civil 3,00,000	Electrical 50,000
G	WORKS CONTRACTS				
1	Execution of Contract Agreement.	For all approved contracts, Executive Engineers can execute the contract agreement.			

2	Concellation 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.			
H	CONDONATION OF DELAY IN EXECUTION OF CIVIL WORKS/OTHER WORKS CARRIED OUT BY CONTRACT.	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 the themselves/EEEs.	Can Condone up to 3 months beyond the period fixed in the contract approved by the themselves.	
I	REVENUE EXPENDITURE WORKS				
1	Dismanting/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.	Rs50,000 per annum	Rs30,000 per annum	Rs15,000 per annum	Rs 5,000 per annum
J	REPAIRS & REPLACEMENTS				
1	Repairs & Maintenance of plant, machinery and lines including replacement.	20,00,000	10,00,000	3,00,000	Rs 50,000 Towards distribution system only subject to budget provision
2 (a)	Repairs to faulty Distribution Transformers.	-	Full powers	-	-
(b)	Minor Repairs to Distribution Transformers.	-	-	Rs. 10000 per DTC above 100 KVA upto 500 KVA.	Rs 4,000 per DTC Upto 100 KVA.
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	-
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 etc.	Rs 75,000 per vehicle per year.	Rs 50,000 per vehicle per year.	Rs 25,000 per vehicle per year.	Rs 5,000 per vehicle per year.
NOTE					
I) An expenditure of Rs 2,000/- towards petty/minor repairs can be incurred without an estimate and purchase order.					
II) Executive Engineers can make 100% payment against the delivery of the vehicle provided the estimate is sanctioned by the competent authority.					
III) The cumulative total expenditure of each light vehicle should not exceed Rs 50,000/- per annum and Rs 75,000/- per annum in case of each heavy vehicle.					
IV) Cumulative total expenditure during the life of vehicle should not exceed the current cost of such vehicle.					
5	Repairs to Furniture.	Full Powers	Full powers	Full powers	*1000 at a time
6	Repairs to T & P Articles.	Full Powers	Full Powers	Full powers	*1000 per annum
7	Repairs to:				
	a) Office Equipments.	Full Powers	Full Powers	Full powers	*1000 per annum
Note to 5,6&7* Subject to obtaining reallocation of the budget from the division office.					
	b) Copiers (Xerox)/Duplicating Machines, (Is applicable where there is no AMC contract subject to obtaining corporate approval)	Full Powers	Rs 25,000 per year per machine	Rs 10,000 per year per machine	
	c) Computers, Fax Machines, air conditioners, batteries, UPS, Laptops, servers, printers, scanners	Full Powers	Rs 40,000 per annum	Rs 20,000 per annum	Rs 15,000 per annum
NOTE:					
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 upgradation 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.				

Manual of Delegation of Powers

Delegation of Powers In Respect of Purchases

S.L No	Particulars	Amount in Rupees			
		CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
1	Invitation of tenders.	2,00,00,000	1,00,00,000	30,00,000	10,00,000
	NOTE: GM(Procurement) Corporate Office in the absence of Chief General Manager(Ele)(Procurement) shall exercise the powers of CGM(Ele).				
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	30,00,000	10,00,000
	Note:				
	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. 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. 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)				
	b) Limited tenders (Calling tenders from a limited number of firms registered with BESCOM and / or reputed manufactures / firms).	1,00,000	1,00,000	100,000	100,000
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	1,00,000	50,000*	
	NOTE:				
	I. Payment of advance in respect of proprietary spares upto Rs 1,00,000 shall be made by CGM(Ele).				
	*II. 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	50,000	10,000	5,000
	b) Purchase of fuel out of imprest	25,000	20,000	10,000	5,000

S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
5	Sundry purchases from Government institutions, Janatha Bazars, Co-operative societies without calling for quotations.	25,000	15,000	10,000	2,000
6	Full payment against proof of delivery (proforma invoice).				
	a) Proprietary Spares.	Full powers	1,00,000	50,000	
	b) Other Items.				
7	Placing of purchase order in respect of :				
	a) Rate contract approved by the 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 DGSD/SPD rates.	Can place purchase orders within their Financial Powers	Can place purchase orders within their Financial Powers	-	-
	NOTE: No purchase order need be placed when the total value of the purchase is less than Rs 10,000.				
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 on extension order to a purchase order within 6 months not exceeding once provided prices have not fallen during the period and the 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 originally ordered Quantity & cost (placed by themselves).	Can place extension order to the extent of 25% of the originally ordered Quantity & cost (placed by themselves).	Can place extension order to the extent of 25% of the originally ordered Quantity & cost (placed by themselves).	-

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
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 licensee	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.				
14	Purchase of Stationery, Printing of forms, registers, annual financial statements, administration reports, accounts manuals.	10,00,000 per annum	5,00,000 per annum	2,00,000 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

S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
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 photocopying machines, fax machine, Projectors etc.	Full Powers	Full Powers		
18	Purchase of Computer, Printers and other IT related equipment.		GM(Procurement)- full powers subject to corporate approval.		
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, calculators.	Rs 5000 per annum	Rs 1000 per annum	Rs 1000 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(Procurement) full powers		
23	Payment of stitching charges for Uniforms.	Full Powers	Full Powers	Full Powers	
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.		
	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.			

**Manual of Delegation of Powers
Delegation of Powers in Respect OF Establishment**

Amount in Rupees

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
ESTABLISHMENT MATTERS					
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.	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 Assitants 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 below the rank of JEs / Senior Assistants in their jurisdiction (only by C,O&M EEEs).	-
NOTE:					
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.					
Subject to KTPP Act					

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
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.	
	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 admissible 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).		
	d) Maternity Leave.	Can sanction as per Regulations.	Can sanction as per Regulations.	Can sanction as per Regulations.	
8	Shifting 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				
	Subject to KTPP Act				

S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
	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.	
	b) Condonation of delay including LTC/HTC.	Full Powers	-	-	-
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. 1) TA for journey on tour up to admissibility. 2) One Month pay & admissible TA on transfer.	Can sanction to all employees working under them. 1) TA for journey on tour up to admissibility. 2) One Month pay & admissible TA on transfer.	
	II) Proforma Bill Payment towards statutory payments.	AEE's/A.O's can draw upto Rs 20,000/- 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.	
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.	
		NOTE: I) DGM (P&A), KPCL shall issue payslips to all group-A officers.			
		II) Respective pay drawing officers shall issue payslips to all group-B officers.			
		III) GM(Admin & HRD), KPCL sanction special increment for small family in case of group A officers.			
13	Imprest				
	Subject to KTPP Act				

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEs
	a) Permissible Holding limit.	1,00,000	50,000	25,000	AEE 10,000/- AE / IF 2000/-
	NOTE: Corporate Office can hold imprest upto Rs. 25,000.				
	b) Sanction	Can sanction to Circles.	Can sanction to Divisions.	Can sanction to Sub-division and accounting sections.	
	c) Payment out of imprest.	Rs 15,000 (limit does not apply to statutory payment such as advance of pay and DA, Telephone & Trunk call charges, Railway Freight, 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 Freight, Vehicle taxes & Premium, Inspection fees etc..).	Rs5,000 (Limit does not apply to statutory payment such as advance of pay and DA, Telephone & trunk call charges, Railway Freight, Vehicle taxes & Premium, Inspection fees etc..).	Rs2,000 (Limit does not apply to statutory payment such as advance of pay and DA, Telephone & trunk call charges, Railway Freight, Vehicle taxes & Premium, Inspection fees etc..).
	Note: AE of Accounting section can arrange payment of Rs 250/- out of imprest.				
14	Refund of Unpaid wages credited to miscellaneous.	Full Powers subject to preaudit (subject to preaudit).	Full Powers subject to preaudit (subject to preaudit).	Full Powers subject to preaudit (subject to preaudit).	-
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.			
20	Ex-gratia payment to Employee.	As per relevant rules issued by the company.			
	Subject to KTPP Act				

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
21	Accident grants to all employees who sustain serious injuries in the course of duty requiring hospitalisation.	Can sanction as per prevailing norms (Annexure-3).			
22	Approval of Journey.	For their subordinates all journeys within the Zonal jurisdiction.	For their subordinates all journeys within the Circle.	For their subordinates all journeys within the Division.	
23	Approval of journey outside the State for inspection of materials.	GM(Procurement)/GM(Tech) /SE O&M Circles is authorised to depute employees with the prior approval of MD/D(T).			
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,c (B.O No.KPTCL:B7:2476:95-96, Dtd 20.07.2001)			
	c) Compensation for tree cutting.	25,000 per owner	10,000 per owner	4,000 per owner	
	d) Compensation for damages to food and commercial crops.	25,000	5,00,000	1,00,000	
	e) Solatium to Owners of animals that die of electrocution.	As per annexure 4c.			
26	Charge Allowance.	Can sanction for all AEEs and below up to 12months.	Can sanction for all AEEs/AOs and below up to 12months.	Can sanction for all group C&D employees working under him up to 12months.	
		Note: CGM(F&C) shall sanction charge allowance to Accounts Officers			
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

Manual of Delegation of Powers

Delegation of Powers in Respect of Misc. Expenditure

Delegation of Powers in Respect of Misc. Expenditure					
S.I No	Particulars	CGMs	GMs	EEEs	Amount in Rupees
					AEEEs
Miscellaneous Expenditure					
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.	
	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.	
3	P&T Telephone.	Zonal CEEs can sanction a) P&T Telephone with STD facility to the offices/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.				
4	Payment of inspection fees, Octroi, Tax and other statutory charges.	Full Powers	Full Powers	Full Powers	
5	Missing Vouchers	CGM (F&C) is authorized to approve certificate in lieu of missing vouchers subject to Audit.			
	Subject to KTPP Act				

S.L No	Particulars	CGMs	GMs	EEEs	AEEEs
6	Engaging Private Buildings on rent/lease basis for office accommodation.	<p>AEE/EE/SEE/CEE is authorised 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 recommendation. 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 style="text-align: right;">If the rent proposed is more than 5% alternative building has to be found.</p>			
7	Tea and Refreshments				
	i) Official meeting	Can incur up to Rs 200 per member present if lunch is arranged OR Rs75per head.	Can incur up to Rs 200 per member present if lunch is arranged OR Rs75per head.	Can incur up to Rs 200 per member present if lunch is arranged OR Rs75per head.	Can incur up to Rs 200 per member present if lunch is arranged OR Rs75per head.
	ii) VIPs visiting the offices.	Rs5,000 per month or actual expenditure which ever is less.	Rs 2500 per month or actual expenditure which ever is less.	Rs 1,000 per month or actual expenditure which ever is less.	Rs500 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.	
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.	
	Subject to KTPP Act				
11	Maintenance of Guest House (Departmentally)		i) Can incur expenditure @ Rs100 per month per room for routine maintenance.	i) Can incur expenditure @ Rs100 per month per room for routine maintenance.	

S.I No	Particulars	CGMs	GMs	EEEs	AEEEs
			ii) Can incur annual recurring expenditure of Rs 2000 per year for replacement of linen, curtains, bedsheets etc...	ii) Can incur annual recurring expenditure of Rs 2000 per year for replacement of linen, curtains, bedsheets etc...	
12	Contingencies	Can purchase up to Rs 5000 per month.	Can purchase up to Rs3,000 per month.	Can purchase up to Rs 2000 per month.	Can purchase up to Rs 1000 per month.
NOTE: 1. Section Officers can also incur Rs 250 per month towards purchase of contingencies					
2.SEE's O&M Circle allowed to incur actual expenditure for conducting departmental examinations on production of vouchers					
13	Engaging labour on contract basis for restoration of power supply during emergency.			Not exceeding Rs 10,000 at a time (duly reporting to next higher authority by drawing amount under proforma bill).	Not exceeding Rs 2,000 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.			
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 Objecti on 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/arrearas 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.			

Manual of Delegation of Powers

Delegation of Powers in Respect of revenue matters

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	Amount in Rupees AEEEs
Revenue					
1	Withdrawal/refund of revenue /tax subject to pre-audit.	Full powers subject to pre audit	Up to 5 Lacks subject to pre audit	Up to 3 Lacks 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 withdrawl statement. B). All other cases except (a) (i) & (ii)				
2	Refund of Deposit including MMD & Miscellaneous Revenue.	Full powers subject to pre audit	Up to 5 Lacks subject to pre audit	Up to 3 Lacks subject to pre audit	Up to 1 Lacks subject to pre audit
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	
<p>Note:</p> <p>1) The total no.of instalments shall not exceed three. The first instalment shall be least 1/3 of the total outstanding.</p> <p>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</p>					
	b. Recovery of Additional Security Deposit in installments.	Full powers in 3 installments.	Above Rs 3,00,000 UP to Rs 5,0,00,00 in 3 installments.	Above Rs 2,00,000 UP to Rs 3,0,00,00 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.	To Send the proposal of requirement of power more than 2000 KVA and above	HT 101kVA to 2000 KVA	HT 101kVA to 1000 KVA	LT upto 67 HP, upto 100kVA HT
	Issuing of NOC for arranging power supply to M.S building and layouts.	To Send the proposal of requirement of power more than 2000 KVA and above	1001 kVA to 2000 kVA	upto 1000 kVA	
<p>Note:In all the above cases if the load exceeds 2000kVA approval of Technical Co-ordination Committee, KPTCL is required.</p> <p>Subject to KTPP Act</p>					
6	Reduction of contract demand/ sanctioned load.	As per provisions of KERC -ES&D code 2000-01 vide note under code: 34.02.			

S.L No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
7	Servicing of new installations(temporary/permanent/M.S buildings/Layouts/HT/LT).	Above 7500kVA and EHT	1001 kVA to 7500kVA	upto 1000 kVA	All LT Power, lift irrigation/temporary LT and HT installations. *
*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-					
8	Filing suits for revenue arrears.			Can file suits against consumers who are in revenue arrears, engaging legal advisers (approved by GMs) at scheduled rates.	Can file suits against consumers who are in revenue arrears, engaging legal advisers (approved by GMs) at scheduled rates.
9	Signing of plaints and vakalaths.	Full Powers	Full Powers	Full Powers	Full Powers
Stores					
1	Loss on Stores				
	a) Losses under Stock	Can write off losses in stock up to Rs.5,000 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. 5000/- in each case subject to verification by the Internal Audit & after proper enquiry.	Can write off to the extent of Rs. 3000/- in each case at the Division and the Sub Divisional Stores in their jurisdiction subject to verification by the Internal Audit and after proper enquiry.		
2	Orders on				
	a) Annual Store counting.	Can pass orders for accounting of excesses/ shortages and scrapping in respect of BESCOM Central Stores.	Can pass orders for accounting of excesses/ shortages and scrapping in respect of 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.		
Subject to KTFP Act					

S.I No	Particulars	CGMs/CEEs	GMs/SEEs	EEEs	AEEEs
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 hiring of Boards materials to Government departments and local bodies subject to observance of rules as per Accounts Manual Vol-II.	
	b) Hiring of materials from Private parties such as DG Sets, Jacks, cranes & Compressors for Board works in exigencies.	Up to Rs. 50,000	Up to Rs. 25,000	Up to Rs. 10,000	Up to Rs. 5,000
4	Debiting of demurage or wharefage charges to revenue expenditure.	Full Powers when such charges are beyond the control of employees concerned .	Rs 2,000 at a time when such charges are beyond the control of employees concerned.	Rs 500 at a time when, such charges are beyond the control of employees concerned.	
5	Handing 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.	
6	Binding of Store Invoices and Receipt Vouchers.		Rs.50 for each bundle containing 500 to 600 invoice / Vouchers by oral enquiry.	Rs. 50 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)	I. Consumers furnishing non-payment certificate on the duplicate bill. II. AEEE of the sub division furnishing a non payment certificate on the bill with reference of MB. III. The Internal Audit verifying the following records to confirm that payments was not made earlier. a) B.R.register. b) Cost Register of Service connection works. c) Measurement book. d) Register of Supervision charges.	I. Consumer furnishing non-payment certificate on the duplicate bill. II. AEE of the sub division furnishing a non payment certificate on the bill with reference on MB III. The Internal Audit verifying the following records to confirm that payments was not made earlier. a) B.R.register. b) Cost Register of Service connection works. c) Measurement book. d) Register of Supervision charges.		

NOTE: Subject to KPPP ACT

Guidelines for condonation of delay and levy of penalty

Read:-

- a. Board Order No. KEB/B5/3410/77-78 dated 18.08.1978 fixing certain guidelines for condonation of delay in the supply of materials
- b. Board Letter No. B8/3388/74-75 dated 04.12.1980 according approval to levy penalty strictly in accordance with the terms of the local orders where such penalty is attracted, which is in supersession of instructions issued vide Board Order No. KEB/B5/3410/77-78 dated 18.08.1978
- c. Board Resolution No. 14393 dated 20.04.1981 according approval to continue to apply the guidelines as per Board Order No. KEB/B5/3410/77-78 dated 18.08.1978 and also to apply the same guidelines even in cases of review of such cases by Board Order No. KEB/B5/3410/77-78 dated 18.08.1978 and also to apply the same guidelines even in cases of review of such cases by the Board on appeal or where delay in supply is over two years etc.

d. ORDER No. KEB/B5/3410/77-78, BANGALORE, DATED 19.05.81.

The condonation of delay/levy of penalty/levy of penalty at reduced rates/waival of penalty powers are further subjected to the condition that delay/parts supplied parts not supplied should not have caused any convenience or extra cost to the Company. Only cases where deviations from these guidelines are considered necessary shall be referred to the Company.

- 1. The same guidelines stipulated in the KEB/KPTCL orders shall apply even in cases of review of such cases by the company on appeal or where delay in supply exceeds the powers of the Chief Engineers as specified in the Annexures.
- 2. While computing the period of delay beyond scheduled delivery, full allowance shall be made for such delays as had occurred due to causes attributable to the Board, such as delay in approval of drawings, conveying approval for text certificates, inspection, indicating frequency, proto-type tests, design approval etc, and the net delay worked out.

Subject to KTPP ACT

3. In cases however, where there was to be a departure in guidelines i.e., at the company level, these could be however considered in individual cases purely on merit based on the following

- i. The delay beyond stipulated delivery should be on account of strikes, lock-outs certified by an Officer of the Labour not below the rank of Assistant Labour Commissioner
 - ii. Delay in the supply of any raw material, if contemplated in the order, by the company
 - iii. Delay on account of causes attributable to the company or its officers, such as delay in clearance of drawings furnishing of essential information like frequencies etc., or approval of designs, proto type testing and such the like
4. The Chief General Managers (Ele) concerned shall satisfy themselves regarding "no inconvenience being caused to the Company losses on account of delay " and place the same on record in specific terms before applying the reduced penalty as per the above guidelines.

I. SUPPLIES MADE IN FULL WITH DELAY

Particulars	Less than 3 months	More than 3 months but less than 6 months	More than 6 months but less than 9 months	More than 9 months but less than 1 year	More than 1 year but less than 2 years	More than 2 years
	A	B	C	D	E	F

Condonation of delay & levy of penalty

Full Supply made but more than 75% delivery made after a delay of	Condonation of delay and levy of penalty to be decided by GMs/ CGMS	35% of maximum penalty	40%	45%	50%	To be referred to the Board
Full supply made but 50% to 75% delivery made after a delay of	do	30%	35%	40%	45%	
Full supply made but 25% to 50% delivery made after a delay of	do	25%	30%	35%	40%	
Full supply made but 0% to 25% delivery made after a delay of	do		25%	30%	35%	

SUPPLIES PART DELAYED / PART NOT DELIVERED

	3 Months	6 Months	9 Months	More than 1 year		
1. Upto 50% delivered with delay and rest not supplied	50%	55%	60%	To be referred to the Board		
2. More than 50% delivered with delay and rest not supplied	40%	45%	50%			

Subject to KTPP ACT

PART DELIVERY IN TIME / PART NOT SUPPLIED

1. 0 To 25% delivered in time and rest not supplied	50% of maximum penalty leviable					
---	---------------------------------	--	--	--	--	--

Accidents

(Extract of Board order No./KEB/B16/2651/94-95 DT 26-04-1994 (W.E.F. 01-04-1993))

XX. ACCIDENT GRANT

- a) Workman who meets with an accident while on duty is injured severely he/she may obtain medical treatment in any of the Hospital as per the advice of the Authorised Medical attendant of the Board and the entire expenditure all be met by the Board.
- b) Accident grant to such hospitalised workman shall be paid as follows
 - i) RS.1,100 (Rupees one thousand one hundred) shall be paid where the workman is hospitalised for a period upto and inclusive of seven days.
 - ii) Rs. 1,320/- (Rupees one thousand Three Hundred and Twenty) shall be paid in case of hospitalisation for a period beyond seven days.

Injury leave, special disability leave with full pay and allowances shall be sanctioned to the injured workman for the entire period of his hospitalisation and treatment.

XXI. PAYMENT OF EX-GRATIA FOR FUNERAL EXPENSES:

When a workman dies while in service, the dependents of the deceased shall be paid Rs. 5000/- (Rupees five thousand) as funeral expenses and Rs. 250/- (Rupees Two Hundred and Fifty only) shall be sanctioned separately for placing a wreath on dead body.

Subject to KTPP Act

Annexure-3**Pension****SCHEDULE OF PENSION SANCTIONING AUTHORITIES**

Sl.NO	AUTHORITY	IN RESPECT OF CADRES
I	As nominated by KPTCL	Group A officers
II	GM, Elec. Of C, O&M Circles	Employees below the rank of Asst. Ex.Engrs and Accounts Officers in his Circle including all maintenance employees above the cadres and Mech. Grade. II and other equivalent cadres
III	Ex. Engrs. Of C, O&M Divisions	All maintenance employees equal to and below the rank of Mechanic Grade II and equivalent cadres
		NOTE:
		Higher authorities than specified are also Empowered to sanction pension to the officers/employees in case such officers/employees are working directly under their control.

Subject to KPPP Act

Annexure-4a

Delegation of powers to the Chief Engineers, Electricity of Zones and Superintending Engineers, Elec., of O&M Circles, for sanction of solatium to owners of Animals and Human life (Non-Departmental persons) who meet with fatal electrical accidents.

Refer KEB/KPTCL Board Orders

1. B.O.No.KEB/B7/ASB/89-90/Vol.II dated 20.11.1991
2. Board Order No.KEB/B7/2476/95-96, BANGALORE, DATED: 25-1-1996
3. B.O.No.KPTCL/B7/2476/95-96, dated 20.07.01

The existing rates of solatium payable to Human Life (Non-departmental persons) and powers to Chief Engineers , Elec . Of Zones and Superintending Engineers of O&M Circles for sanction of exgratia in case of disablements caused due to non fatal electrical accidents to non departmental persons as per Annexures, with immediate effect.

Head of Account	Particulars	Age Group	CEEs Zones/SEEs of Circle
79.531 Compensation for injuries/death and damages	Human Life(Fatal-Non departmental	No age limit	1,00,000
	Ex-gratia for disablements caused due to non-fatal electrical accidents to non departmental persons	No age limit	1,00,000 multiplied by percentage of loss of earning capacity as in annexure
		No age limit	1,00,000 multiplied by percentage of loss of earning capacity as in annexure

Note:

- a) Payment of Ex-gratia in case of disablements caused due to non-fatal electrical accident to non-departmental persons is, however subject to assessment of fault on Board side by the Chief Electrical Inspector to Government, Govt. of Karnataka and production of medical certificate by the Medical officer not below the rank of District Surgeon with regard to percentage of disablement.

The other contents in KEB Board Order dated 20.11.1991, regarding sanction of solatium to owners of Animals that die of electrocution remain unaltered

PART-1**List of Injuries deemed to result in permanent total Disablement**

Sl. No	Description of Injury	Percentage of loss of earning capacity
1	Loss of both hands or amputation at higher sites	100
2	Loss of a hand and a foot	100
3	Double amputation through leg, or thigh or amputation through leg or thigh on one side and loss of other foot	100
4	Loss of sight to such an extent as to render the claimant unable to perform any work for which eye-sight is essential	100
5	Very severe facial disfigurement	100
6	Absolute deafness	100

PART-II**List of Injuries deemed to result in permanent partial Disablement****Amputation Cases-Upper Limbs(Either arm)**

1	Amputation through shoulder joint	90
2	Amputation below shoulder with stump less than 8" from tip of acromion	80
3	Amputation from 8" from tip of acromion to less than 4.5" below tip of olecranon	70
4	Loss of a hand or of the thumb and four fingers of one hand or amputation from 4.5" below tip of olecranon	60
5	Loss of thumb	30
6	Loss of thumb and its metacarpal bone	40
7	Loss of four fingers of one hand	50
8	Loss of three fingers of one hand	30
9	Loss of two fingers of one hand	20
10	Loss of terminal phalanx of thumb	20

Amputation Cases-Lower Limbs

11	Amputation of both feet resulting in end bearing stumps	90
12	Amputation through both feet proximal to the metatarso phalangeal joint	80
13	Loss of all toes of both feet through the metatarso phalangeal joint	40
14	Loss of all toes of both feet proximal to the proximal inter phalangeal joint	30
15	Loss of all toes of both feet distal to the proximal inter phalangeal joint	20
16	Amputation at hip	90
17	Amputation below hip with stump not exceeding 5" in length measured from tip of great tenchanter	80
18	Amputation below hip with stump exceeding 5" in length measured from tip of great trenchanter but not beyond middle thigh	70
19	Amputation below middle thigh to 3-1/2" below knee	60
20	Amputation below knee with stump exceeding 3-1/2" but not exceeding 5"	50
21	Amputation below knee with stump exceeding 5"	40
22	Amputation of one foot resulting in end-bearing	30
23	Amputation through one foot proximal to the metatarso phalangeal joint	30
24	Loss of all toes of one foot through the metatarso phalangeal joint	20

Other Injuries

25	Loss of one eye without complications the other being normal	40
26	Loss of vision of one eye, without complication of disfigurement of eyeball, the other being normal	30

A-Finger of right or left hand Index finger

27	Whole	14
28	Two phalanges	11
29	One phalanx	9
30	Guillotine amputation of tip without loss of bone	5*

Subject to Ktpp act

Middle-Finger

31	Whole	12
32	Two phalanges	9
33	One phalanx	7
34	Guillotine amputation of tip without loss of bone	4

Right or little finger

35	Whole	7
36	Two phalanges	6
37	One phalanx	5
38	Guillotine amputation of tip without loss of bone	2

B-Toes of right or left foot great toe

39	Through metatarso phalangeal joint	14
40	Part, with some loss of bone	2

*corrigendum No.KEB/B7/2476/95-96 dated 6.1

Any other toe

41	Through metatarso phalangeal joint	3
42	Part, with some loss of bone	1

Two toes of one foot, excluding great toe

43	Through metatarso phalangeal joint	5
44	Part, with some loss of bone	2

Three toes of one foot, excluding great toe

45	Through metatarso phalangeal joint	6
46	Part, with some loss of bone	3

Four toes of one foot, excluding great toe

47	Through metatarso phalangeal joint	9
48	Part, with some loss of bone	3

Note:-Complete and permanent loss of the use of any limb, or member referred to in this schedule shall be deemed to be the equivalent of the loss of that limb or member

Annexure-4c

BOARD ORDER No:KEB/B7/ASB/89.90 Vol.II, Bangalore, Dated: 20th Novemeber 1991

Board is pleased to approve and delegate the following Financial power to the Chief Engineers, Electricity, Zones/ Superintending Engineers, Electrical, O&M circles of Karnataka Electricity Board amending the existing Financial Powers delegated under sub-Item 36 (b) and 36 (d) page No. 13 of the Manual of financial Powers (revised) as follows:

In Rs.

Head of Account	Particulars	Age Group	CEEs	SEEs	EEEs
		Applicable to Cows, Oxen, Buffalos, Sheep, Goat)			
79.531 Compensation for injuries/death and damages(outsiders)	Solatum to owners of animals that die of electrocution	Up to 3 years	1000	1000	Nil
		Above 3 years to 5 years	2000	2000	Nil
		Above 5 years to 10 years	2500	2500	Nil
		Above 10 years	1000	1000	Nil
		Sheep(Per animal)			
		Non-Exotic Breed	300	300	Nil
		Exotic Breed	500	500	Nil
		Goat(per animal)	300	300	Nil

Note:

1. In case where it is established beyond doubt that electrocution is not because of the fault on the part of victim, the SEEs can make payment upto the scale mentioned therein depending on the merit of each case on the basis of police mahazar, post mortem report and report of the concerned field officers of KEB without waiting for the report of the Chief Electrical Inspector to Government. The report of the Chief Electrical Inspector to Government can be insisted upon where it is not clear whether the electrocution is because of the fault of the victim or because of the lapse on the part of KEB
2. The scale of ex-gratia payment in respect of animals will be limited to cows, buffalos, oxen, sheep and goat.
3. These powers are to be exercised judiciously and after due verification of each case.

Subject to ktpa act

APPENDIX-I

Guidelines to purchasing Authorities

Purchasing authorities shall follow the provisions of KTPP Act and prescribed Rules and procedure for purchases. Some important principles are given below for the guidance to the Purchasing Authorities

1. Ensure that there is Adequate Purchase grant
2. Avoid Indiscreet purchases
3. Aim at procuring materials of the best quality at the most competitive rate available
4. Examine the Costlier quality in relation to functional values and life
5. Do not split purchase order with a view to avoid obtaining sanction from a higher authority
6. Avoid purchases in anticipation Post-Facto sanction/approval of the Competent Authority
7. Ensure that the materials proposed to be purchased, do conform to the prescribed standards/specifications
8. Indicate materials code numbers in the Purchase Orders
9. For purposes of purchases of materials/equipments etc., by different purchasing authorities, the materials/equipments etc., are classified into two groups as indicated overleaf
 - a. Materials /Equipments etc., listed in Group 1 are centralised items of purchase which will be procured and supplied by GM(Procurement)
 - b. Zonal Chief Engineers & Circle Superintending Engineers & Executive Engineers Elecl., C,O&M Divisions are to purchase Materials/Equipments etc. listed in Group II. In case of emergency/urgency they can purchase materials/Equipments listed in Group 1 to the extent of actual requirement with the concurrence of the Corporate office.

Subject to KTPP Act

GROUP-I

Annexure-5b

(Centralised items of purchase)

Sl.No	Name of the materials
1	Poles PCC /RCC/PSC poles
2	Conductor of all classes
3	Conductor hardware & Accessories
4	Underground Cables & AB cables
5	D.O.L.O Cutouts
6	H.G Fuse Units
7	PVC Sheathed and Insulated Aluminium Wire
8	All Class -Distribution Transformers
9	All Class-Potential Transformers
10	All Class Current Transformers
11	All Class Insulators and Insulator Accessories
12	All types of Lightning Arrestors 0
13	All types of Group Operated switches
14	Transformer Distribution Boxes and feeder pillar boxes
15	Pole Mounting distribution boxes
16	Auto Reclosing Circuit Breakers
17	Switchgears
18	Power capacitors
19	Energy meters
20	Portable Instruments

Sl.No	Name of the materials
21	Telephones & Allied Equipments
22	Tele metering equipment
23	All types of ground wire
24	G.I. Wire
25	Guy Wire
26	G.I. Pipe
27	Transformer Oil
28	Vehicles
29	Laboratory equipment
30	Duplicators/Copiers/Xerox machine
31	Computers/printers/servers/computer peripherals
32	Cloth-For Uniform
33	Stationery Items
34	Ring Main Units
35	Cable accessories
36	Electronic exchange
37	Materials for SCADA
38	Any other related equipment consequential to technology advancement needed for upkeep of distribution system.

Subject to KTPP Act

GROUP-II
(Zones, Circles & Divisions)

Annexure-5C

Sl.No	Name of the materials
1	PVC Rigid Conduit Pipes
2	LT insulated Wires for Service connections
3	Turn Buckles
4	Crimpping Tools
5	Cross Arms/Pole Clamps
6	Safety Belts/Rubber Gloves/Gum Boots
7	Sealing Lead/Sealing Wires
8	LT fuse Cut-outs
9	Cables Accessories (UGC)
10	Bolts & Nuts
11	Stationery items
12	Danger Boards
13	T&P Articles
14	Flexible PVC Pipes
15	Sealable Cut-Outs
16	Aluminium Sleeves
17	Bitumin Compound
18	Furniture
19	P.G. Clamps and Bi-metallic clamps
20	HRC Fuses
21	Cambric Tapes
22	Soldering Sockets/Solderless Sockets
23	Meter Terminal Pins
24	Proprietary spares
25	Street Light Fittings
26	G.I. Knobs
27	Tyres and Tubes
28	Twisting Wrenches
29	Light fittings
30	Clocks & Time pieces
31	Paints
	a. Grey Enamel
	b. Anti Corrosive
	c. Red Oxide
	d. Aluminium Paint

Sl.No	Name of the materials
32	Fans
33	Fire Extinguishers - All types
34	Pilfer Proof box
35	Fuse Wires of various capacities
36	a. Petrol/Diesel
	b. Engine Oil/Mobile oil/Kerosine Oil/Grease/Petroleum Jelly
37	Wood Screws
38	Aluminium Binding Wires
39	Painting Brushes
40	Binding wire
41	Aerial Boards
42	Washers of all sizes
43	Charcoal
44	Salt
45	Cells for Hand Torch/ Telephone
46	Holder for SC/BC Lamps
47	Cotton Waste
48	Hacksaw Blades
49	Emery Paper/Sand Paper
50	Coal Tar
51	Distilled Water
52	Street light Boxes
53	Rubber Bucket Washers for Hydraulic Compressors
54	Re-fills for fire extinguishers
55	Soap/Vim/Phenyl
56	Brooms
57	Choaks/Starters for Fluorescent tubes
58	Araldite/ M-seal
59	Insulating Tape
60	Hitech Wedges for distribution Transformers & lines
61	Hitech lines spacers for distribution lines
62	Any other related equipment consequential to technology advancement needed for upkeep of distribution lines

Note:

The Executive Engineer, Eecl., O&M Divisions are authorized to purchase single phase meters from authorized outlets of BESCO to replace MNR/DC energy meters for revenue yielding categories of installations of LT-2,3 & single phase LT-5 installations

Guidelines in respect of accepting single tender

1. On the date of closure of sale of tender, if only one tender is sold, the date of sale and opening of tender should be extended. The same has to be intimated to other firms who can participate, duly indicating that only one tender form is sold as on date and requesting them to participate in the tender.
2. If more than one firm has purchased the tender forms and on the date of opening of the tender, if only one tender is received, then also the dates should be extended again duly informing other firms who have taken the tender forms. This should be intimated to other similar firms on internet and also about the receipt of single tender duly extending the date of sale of bid documents.
3. In spite of extending the date twice for sale of bid documents, if only one tender is received, the tender has to be opened duly intimating the Corporate Office.
4. This procedure is applicable for both procurement and turnkey tenders and should be followed strictly.

Subject to KTPP Act

APPEDIX-I

CONCORDANCE OF POWERS

The following officers shall exercise the powers in their respective areas work on par with the officer noted

1	Chief General Manager(F&C)/Financial Advisor CGM(Ele)	Chief General Manager (C,O&M)
2	GM(Tech) GM(Procurement) GM(PP) GM(Planning) GM(I/A) GM(F&C) SP(Vigilance)	General Manager (C,O&M)
3	Deputy General Manager (Elec.,)/Executive Engineer(Eec.,) MT	
	DGM(Civil) DGM(F&C)	Executive Engineering(C,O&M)

Subject to KTPP Act