

**Annexure II to the BO (DB) No.449/2022 (PLNG-AEE2/2022/31) TVM, dated 26.05.2022**

**The Delegation of Powers 2022 of Full Time Directors and Purchase Committees**

|       |   | VII   | VI   | V                     | IV  | III  | II   | I   |
|-------|---|---|--|-----------------------|---|--|--|---|
| Sl.No | Powers to be exercised  | By Director concerned   | By Director (HRM) in consultation with Director concerned  | By Director (Finance) | By Director concerned in consultation with Director (Finance) | By CMD   | By CMD through Director concerned/Director (Finance) | FTD   |
| I     | <b>Administrative Powers</b>  |   |  |                       |   |  |  |   |
| 1.01  | Deputation of Officers to Government Departments / Public Sector Undertakings anywhere in India   |   | Up to Executive Engineers/ equivalent category   |                       |   | Upto the rank of Dy. CE / Sr.AO/Sr.FO                      |  | All officers in and above the rank of CE / Equivalent   |
| 1.02  | To order appointment/promotion, transfers and postings of officers  |   | Of and above the rank of Executive Engineers/ Equivalent in case of emergency subject to ratification by FTD           |                       |   |  |  | Of and above the rank of Executive Engineers/Equivalent |
| 1.03  | To sanction all kinds of leave other than LWA   | Of and above the rank of Executive Engineers/ equivalent category working under him/her |  |                       |   | For all employees not referred under Director's delegation |  |   |
| 1.04  | To Sanction Leave without allowances (LWA) to officers working to take up employment abroad / joining spouse abroad                           |   | All officers for a maximum period of 10 years during entire service  |                       |   | For all employees not referred under Director's delegation |  |   |
| 1.05  | (a) Sanction to travel abroad for not taking up employment by availing leave other than LWA for a period up to 2 months in normal cases       | In the rank of Dy.CE/ equivalent category   |  |                       |   | officers in and above the rank of CE/Equivalent            |  |   |
|       | (b) Sanction to travel abroad for visiting their children abroad by availing leave other than LWA for a period up to 2 months in normal cases | In the rank of Dy.CE/ equivalent category   |  |                       |   | officers in and above the rank of CE/Equivalent            |  |   |
| 1.06  | To condone overstay of leave of officers  | In the rank of EE/ equivalent category  |  |                       |   |  | In and above the rank of Dy CE/Equivalent            |   |
| 1.07  | To sanction rejoining of duty after expiry of LWA or on cancellation of LWA   | Up to the rank of AEE/ equivalent category  |  |                       |   |  | In the rank of EE                                    | above the rank of EE/Equivalent                         |
| 1.08  | To sanction rejoining of duty within the sanctioned study leave period  | Up to the rank of AEE/ equivalent category  |  |                       |   | above the rank of AEE/equivalent                           |  |   |
| 1.09  | To sanction study leave to employees of KSEBL   |   |  |                       |   | Full powers  |  |   |
| 1.10  | To sanction official tours of officers outside the state by the mode of journey they are entitled   | All officers under the Jurisdiction   |  |                       |   |  |  |   |
| 1.11  | Deputation of employees inside India to attend training not exceeding one month   |   | Upto 1 month for AEE / equivalent category and upto 1 week for all officers below the rank of AEE/ equivalent category |                       |   | Full powers  |  |   |
| 1.12  | Deputation of employees inside India to attend course for attaining higher qualification for a period not exceeding three year                |   |  |                       |   |  | Full Powers  |   |

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|-------|--|---|---|----------------------------------|---|---|--|---|
| 1.13  | Deputation of employees outside India to attend seminars / workshops / training / presentation of papers / course for attaining higher qualification for a period not exceeding one year, subject to concurrence of Government |   |   |                                  |   | Full powers   |  |   |
| 1.14  | Appointment to dependents of KSEBL employees on compassionate ground subject to rules  |   |   |                                  |   |   |  | Full powers   |
| 1.15  | Adoption of Government Orders  |   |   |                                  |   |   |  | Full powers   |
| 1.16  | Sanction for correction of date of birth of the KSEBL Employees  |   |   |                                  |   |   |  | Full powers   |
| 1.17  | Fixing the staff pattern in various offices  |   |   |                                  |   |   |  | Full powers   |
| 1.18  | Abolition or keeping in abeyance posts of all categories of employees on need basis and revive posts in lieu of posts kept in abeyance without any additional financial commitment   |   |   |                                  |   |   |  | Full powers   |
| 1.19  | Creation of posts for a period not exceeding one year  |   |   |                                  |   |   |  | Full powers   |
| 1.20  | Final disposal of disputes within KSEBL relating to rank, promotion and seniority of employees   | up to the rank of EE/Equivalent                                     |   |                                  |   | Above the rank of EE / Equivalent   |  |   |
| 1.21  | Sanction to take over of PWD or other roads for project works and for transferring the same to Government when the purpose is met  |   |   |                                  |   |   |  | Full powers   |
| 1.22  | To sanction withdrawals (advances) from General Provident Fund (both temporary & non-refundable) & closure of GPF account.   |   |   | Of the rank of CE/FA/CIA/CS/ CPO |   |   | of all Directors                                     |   |
| 1.23  | To sanction investigation of arrear claims   | All officers working under him                                      |   |                                  |   | All officers not referred under Directors' delegation                           |  |   |
| 1.24  | Write off outstandings in PF accounts when such outstandings are not due to any mistake in accounting but represent over payments established as irrecoverable for other reasons   |   |   |                                  |   |   |  | Full powers   |
| 1.25  | Grant extension of joining time on bonafide grounds beyond the period of 45 days to the candidates advised by the PSC  |   |   |                                  |   | Full powers   |  |   |
| 1.26  | To sanction charge allowances of officers  | Upto the rank of CE/FA/CIA/CS/CPO                                   |   |                                  |   | All other officers in corporate office not referred under Directors' delegation |  |   |
| 1.27  | To sanction pension  | Up to the rank of DyCE/ equivalent category                         |   |                                  |   |   | in and above the rank of CE or equivalent            |   |
| 1.28  | To fix the Headquarters of officers  |   |   |                                  |   |   | up to EE   | In and above the rank of Executive Engineer under intimation to Board |
| 1.29  | To order shifting of posts of officers for a period  | All officers for a period not exceeding 6 months under jurisdiction |   |                                  |   |   | All Officers for a period not exceeding 1 year       |   |
| 1.30  | To condone break in service of officers  | up to the rank of EE/ equivalent category                           |   |                                  |   | Of the rank of Dy. CE / equivalent  |  | above the rank of Dy. CE / equivalent                                 |
| 1.31  | To accord sanction for travel of employees by air, who are otherwise ineligible to travel by air   |   |   |                                  |   | Full powers   |  |   |
| 1.32  | To accord special sanction for medical reimbursement to the KSEBL employees  |   |   |                                  |   |   | Full Powers  |   |
| 1.33  | To sanction educational concessions to the children of employees of the KSEBL  |   |   |                                  |   |   | Full Powers  |   |
| 1.34  | Sanction to terminal surrender of leave  |   |   |                                  | Up to the rank of Chief Engineer or equivalent                |   | of all Directors                                     |   |

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|-------|---|---|---|---|---|---|--|--|
| 1.35  | Sanction payment of Arrear claim of Employees barred by limitation of time without being pre-auditted owing to absence of relevant records in audit               |   |   | Full Powers                                     |   |   |  |  |
| 1.36  | To sanction filing of suit/appeal/petition on behalf of the KSEBL   | When the valuation of which not exceeds Rs.10 Lakh, in each case  |   | Full Powers                                     |   |   |  |  |
| 1.37  | Signing of all pleadings and papers to be filed in the courts on behalf of the KSEBL in connection with the cases to which KSEBL is a party                       | Full powers for matters under jurisdiction  |   |   |   |   |  |  |
| 1.38  | To order engagement of Advocates in Special cases   |   |   | In the case of appointment of Advocate upto H.C |   | In the case of appointment of Advocate in Supreme Court |  |  |
| 1.39  | To order satisfaction of decrees other than Electricity O.P.s   | For all amounts up to Rs.10 Lakhs excluding the interest  |   |   | For all amounts up to Rs.30 Lakh excluding the interest       |   |  | For all amounts above Rs. 30 Lakh excluding the interest |
| 1.40  | To order satisfaction of decrees in Electricity O.P.s irrespective of the amount where there is no scope for appeal   | Full Powers   |   |   |   |   |  |  |
| 1.41  | To sanction incurring expenditure on accommodation and food of VIPs, KSEBL's guests and also for mementoes presented to KSEBL's guests                            | up to Rs.2 Lakh   |   |   | Up to Rs.5 Lakh   | Up to Rs.10 Lakh  |  | above Rs. 10 Lakh  |
| 1.42  | To allocate space for various offices/officers in the buildings of the Board including rented buildings   | Offices up to Divisional offices  |   |   |   | Circle Office and Head Office                           |  |  |
| 1.43  | Allocating space for various offices in the buildings of KSEBL including those in rented  | Full powers under the jurisdiction  |   |   |   |   |  |  |
| 1.44  | Allocation of commercial space and according sanction to rent out the same to outsiders and also fixing the rent for the same                                     |   |   |   |   |   |  | Full powers  |
| 1.45  | To accord sanction to engage artists and designers to execute specific art works for publicity through media, subject to budget provision                         |   |   |   |   |   | Full Powers  |  |
| 1.46  | To accord sanction for taking photographs and videographs pertaining to meetings, discussions, seminars or for exhibitions/publicity, subject to budget provision | upto Rs. 5 lakhs  |   |   |   | Up to Rs.10 Lakh  |  | Above Rs.10 Lakh   |
| 1.47  | To sanction participation in exhibitions and trade fairs  |   |   |   |   | Full powers   |  |  |
| 1.48  | To open accounts in Banks/Treasuries and to transfer Board's funds from such accounts   |   |   | Full Powers                                     |   |   |  |  |
| 1.49  | To fix the Head Quarters  | To fix the Head Quarters of Sections, Sub Divisions   |   |   |   |   |  |  |
| 1.50  | To shift posts  | To shift posts upto and including the rank of Assistant Executive Engineer temporarily for a period not exceeding 6 months. |   |   |   |   |  |  |
| 1.51  | To sanction non refundable advance and temporary advance from GPF as per rules  |   |   | of Chief Engineers and Directors                |   |   |  |  |

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|-------|--|---|---|---|---|---|--|--|
| II    | <b>Financial Powers</b>  |   |   |   |   |   |  |  |
| 2.01  | Administrative sanction to original works of capital nature  | Upto Rs.20 Cr   |   |   | Upto Rs.30 Cr   | Upto Rs.50 Cr                                   |  | Up to Rs.100 Cr  |
| 2.02  | Administrative sanction for original works of unforeseen nature.   | Up to Rs.5 Lakh   |   |   | Up to Rs.20 Lakh  | Upto Rs.50 Lakh                                 |  | Up to Rs.1 Cr  |
| 2.03  | Sanction to re-appropriation of funds  | To sanction re-appropriation of funds from one region to another within the same service and account head   |   | To sanction Supplementary Grants of emergency expenditure in respect of revenue expenditure |   |   |  |  |
|       |  | Directr (Planning) is authorised to sanction Re-appropriation of funds from one scheme to another / Supplementary Grants of proposals of capital expenditure with the recommendation of Director concerned and Director (Finance) |   |   |   |   |  |  |
| 2.04  | To sanction memo of cost of works due to damages due to natural calamities/unforeseen reasons  | Up to Rs.5 Lakh   |   |   | Up to Rs.10 Lakh  | Upto Rs.25 Lakh                                 |  | Above Rs 25 Lakh   |
| 2.05  | Purchase of power based on competitive tenders   |   |   |   |   |   |  | Full powers  |
| 2.06  | Sanction for revision of estimate  |   |   |   |   |   |  | Up to 100% above original estimate limited to Rs 10 Cr.                                |
| 2.07  | Acceptance of tenders for works in excess over sanctioned estimates.   | Up to 10% excess of PAC for the works up to Rs.25 Cr.   |   |   | Up to 10 % excess of PAC for the works up to Rs.50 Cr.        |   |  | Up to 10% excess of PAC for the works up to Rs.100 Cr.                                 |
| 2.08  | To sanction excess quantity and/or extra items   | Up to 15% of the original agreed PAC for works having PAC up to Rs.40 Cr.   |   |   |   |   |  | Up to Rs 10 Cr or 25% of the agreed PAC whichever is lower                             |
| 2.09  | To sanction limited tender for works for reasons to be recorded  | Up to Rs.1 Cr in each case  |   |   |   |   |  |  |
| 2.10  | Sanction to waiver of tender calls for works and purchase  | Up to Rs.50 Lakhs in each case  |   |   |   |   |  | Up to Rs.2 Cr in each case   |
| 2.11  | Sanction to waiver of tender calls for purchase of items from OEM and/or proprietary items   | Up to Rs.1 Cr in each case  |   |   |   |   |  | Up to Rs.25 Cr in each case  |
| 2.12  | To sanction purchase without quotation , for reasons to be recorded  | Up to Rs.1 Lakh subject to an annual limit of Rs.10 Lakh  |   |   |   |   |  |  |
| 2.13  | Sanction for revision of rates   |   |   |   |   |   |  | up to 40% of originally agreed rate or prevailing schedule of rates whichever is lower |
| 2.14  | To waive irrecoverable electricity charge/un-connected minimum charges and interest thereon from the consumers   |   |   |   | Up to Rs. 2 Lakh in each case.                                |   |  | Above Rs.2 Lakh in each case   |
| 2.15  | To sanction write off of bad debts and losses due to theft of Board's property, damage or accidents  |   |   |   | Up to Rs. 2 Lakh in each case                                 |   |  | Above Rs.2 Lakh  |
| 2.16  | To sanction write off of irrecoverable arrears of revenue from consumers   |   |   |   |   |   |  | Above Rs.40,000  |
| 2.17  | To sanction installments of current charges in respect of all categories of consumers having outstanding dues (subject to realization of applicable surcharge)           |   |   | HT/EHT - up to Rs.50 Lakhs  | LT - Above Rs.3 Lakh  | HT/EHT - above Rs.50 Lakh                       |  |  |
| 2.18  | To sanction, subject to the recovery of belated payment of surcharge, penal interest etc. in accordance with rules, extension of due date for payment of current charges |   |   | HT/EHT having outstanding dues up to Rs.50 Lakhs  | LT - Full Powers  | HT/EHT having outstanding dues above Rs.50 Lakh |  |  |
| 2.19  | To sanction write off of shortage in stores during transit   |   |   |   | Rs.2 Lakh in each case  |   |  | Up to Rs. 10 Lakh in each case   |
| 2.20  | To order retention of excess over approved stock limits  |   |   |   | Full Powers   |   |  |  |

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|---------|---|---|---|------------------------------|---|-----------------|--|---|
| 2.21    | To sanction fixation of stock of stores in excess of the sanctioned limits  |   |   |                              | Full Powers   |                 |  |   |
| 2.22    | To sanction write off of loss due to natural causes   |   |   | up to Rs.2 Lakh in each case |   |                 |  | Up to Rs.10 Lakhs in each case  |
| 2.23(a) | To sanction refund of revenue for valid reasons to be recorded  |   |   |                              | Up to Rs.10 Lakh  |                 |  | Up to Rs.50 Lakh  |
| 2.23(b) | To sanction refund of revenue in cases where excess remittances were made   |   |   |                              | LT-Above Rs.2 Lakh  |                 | HT/EHT - Full Powers                                 |   |
| 2.23(c) | To sanction refund of revenue subject to relevant rules in cases when penalty is waived   |   |   |                              |   |                 |  | Full Powers   |
| 2.24    | To sanction acquisition & transfer of land, for which there is no provision of funds in the Budget.   |   |   |                              |   |                 |  | Up to Rs.3 Cr in each case of Acquisition and Rs.50 Lakhs in each case of land transfer |
| 2.25    | To accord sanction for repairs/maintenance of plant and equipments with the principal suppliers or their authorized agents  | Up to Rs.50 Lakh in each case           |   |                              |   |                 |  | Up Rs.3 Cr in each case   |
| 2.26    | To sanction payment to manufacturer's service engineers/technicians towards service charges   | Up to Rs.25 lakhs at a time             |   |                              |   |                 |  |   |
| 2.27    | For availing loan / Overdraft from Banks and Financial Institutions   |   |   |                              |   |                 |  | Full Powers   |
| 2.28    | To sanction advertisement charges for tenders and other statutory notifications, subject to budget provision  | Full Powers                             |   |                              |   |                 |  |   |
| 2.29    | To sanction special/display advertisements in souvenirs, supplements of dailies and periodicals etc, subject to budget provision  | up to Rs.1 Lakh in each case            |   |                              |   | Upto Rs.3 Lakh  |  | above Rs.5 lakh   |
| 2.30    | To sanction payment of hire charges of vehicles subject to budget provision   | up to Rs.1 Lakh in each case            |   |                              |   | Above Rs.1 lakh |  |   |
| 2.31    | Sanction payment of catering or for entertainment charges limited to Budget provision   | up to Rs.1 Lakh in each case            |   |                              |   | Above Rs.1 lakh |  |   |
| 2.32    | To sanction purchase of books / periodicals subject to budget provision   | Up to Rs.2 Lakh a year                  |   |                              |   | Above Rs.2 lakh |  |   |
| 2.33    | To sanction valuation of buildings to be sold out or to be purchased  |   |   |                              |   |                 |  | Full powers   |
| 2.34    | To sanction Rent for Buildings/Godowns as per PWD SoR and norms   | Up to Rs. 1 Lakh per month in each case |   |                              |   |                 |  | Above Rs.1 Lakh per month in each case  |
| 2.35    | To sanction payment of compensation for improvements destroyed during execution of works other than those relating to land acquisition, subject to budget provision                   |   |   | Full powers                  |   |                 |  |   |
| 2.36    | To sanction, subject to budget provision, payment of land acquisition charges in advance necessitated before completion of land acquisition and for taking advance possession of land |   |   | Full powers                  |   |                 |  |   |
| 2.37    | To sanction payment of special fee for Advocates in each case   |   |   | Upto Rs.5 Lakh               |   |                 | Up to Rs.10 Lakh                                     | Above Rs.10 lakhs   |
| 2.38    | To nominate the officers who are to draw bills and cheques during the absence of the FA or the Deputy Chief Accounts Officer as the case may be                                       |   |   | Full powers                  |   |                 |  |   |
| 2.39    | To issue amendments to the Manual of Commercial Accounts and Audits   |   |   | Full powers                  |   |                 |  |   |

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|--|--|--|---|-----------------------|---|-------------------|--|-------------------|
| 2.40   | To sanction payment of arrear claim of employees barred by limitations of time without being pre-audited owing to absence of relevant records in audit   |  |   | Full powers           |   |                   |  |                   |
| 2.41(a)  | To sanction repair and maintenance of buildings subject to budget provision  | Upto Rs.5 Lakh   |   |                       | Up to Rs. 10 Lakh   | Up to Rs.20 Lakhs |  | Above Rs.20 Lakh  |
| 2.41(b)  | To sanction repairs of vehicles subject to budget provision  | Up to Rs 2 Lakhs   |   |                       | Up to Rs.3 Lakh   |                   |  | Above Rs. 3 Lakh  |
| 2.42   | To accord sanction for repairs / maintenance of office equipments, furniture and fixtures etc. including IT equipment in respect of offices under his jurisdiction   | Up to Rs. Rs.2 Lakh in each case                                   |   |                       |   |                   | Up to Rs.10 lakh in each case                        | Above Rs. 10 lakh |
| 2.43   | To sanction medical advance  |  |   | Up to Rs.15 Lakh      |   |                   | Above Rs.15 Lakhs                                    |                   |
| 2.44   | To sanction reimbursement of medical expenses  |  |   | Normal reimbursement  |   |                   | Special exemption - Full powers                      |                   |
| 2.45   | To meet contingent expenditure for various purposes  | Rs.3 Lakh at a time  |   |                       |   |                   | Up to Rs.10 Lakhs                                    |                   |
| 2.46   | To purchase computer / furniture by waiving tender call or by obtaining limited quotation for the use of offices under his jurisdiction  | Up to Rs.5 Lakh at a time subject to an annual limit of Rs.30 Lakh |   |                       |   |                   | Up to Rs.10 Lakhs                                    |                   |
| 2.47   | To sanction payment of consultancy fees, expenses, retained fees for professional services, expenses and charges there of etc.   | Rs.3 Lakh at a time subject to an annual limit of Rs.30 Lakh       |   |                       |   |                   | Up to Rs.20 Lakhs                                    |                   |
| 2.48   | To sanction payment of Auditors fees including statutory auditors, cost auditors, secretarial auditors etc.  |  |   | Full powers           |   |                   |  |                   |
| 2.49   | To sanction payment of filing fees and expenses for compliance of the provisions of the Companies Act, 2013.   |  |   | Full powers           |   |                   |  |                   |
| 2.50   | To sanction of One Time Settlement   |  |   |                       |   |                   |  | Full powers       |
| 2.51   | To sanction ARU status   |  |   |                       |   |                   | Full powers  |                   |
| 2.52   | To park surplus funds in banks / financial institution as deposit  |  |   |                       |   |                   | Full powers  |                   |
| 2.53   | To finally decide on the issue related to financial A/C software - SARAS   |  |   | Full powers           |   |                   |  |                   |
| 2.54   | To decide on all matters relating to tax matters   |  |   | Full powers           |   |                   |  |                   |
| <b>III Residuary power</b>                                     |  |  |   |                       |   |                   |  |                   |
| 2.55   | Clarification on all financial Accounting Revenue, Pension, leave, L.T.S, GPF, Master Trust, Duty payable to Government, Internal audit, Secretarial audit, Cost audit, Statutory audit, Regulatory affairs.                       |  |   | Full powers           |   |                   |  |                   |
| 2.56   | Powers to institute/ initiate enquiries/ disciplinary action against any employee of KSEBL, except Directors, notwithstanding any other delegation in any other B.O.   |  |   |                       |   | Full powers       |  |                   |
| <b>IV Powers to be exercised by the Purchase Sub Committee</b> |  |  |   |                       |   |                   |  |                   |
| 2.57   | To accept tenders for the purchase or manufacture of stores, plant and machinery , furniture and office equipments including computers and peripherals, fax machine, photostat machine up to Rs.20 Cr                              |  |   |                       |   |                   |  |                   |
|  | Note : Constitution of Subcommittee on Purchase shall be the following : Director (Finance)- Chairperson , Director in charge of SCM-Member ,Director concerned- Member , Financial Adviser - member ,Chief Engineer(SCM)-Convener |  |   |                       |   |                   |  |                   |
| <b>V Powers to be exercised by the Purchase Committee</b>      |  |  |   |                       |   |                   |  |                   |
| 2.58   | To accept tenders for the purchase or manufacture of stores, plant and machinery ,furniture and office equipments including computers and peripherals, fax machine, photostat machine up to Rs.50 Cr                               |  |   |                       |   |                   |  |                   |
|  | Note : Constitution of Purchase Committee shall be the following : Chairman&Managing Director -Chairman of the Committee, All Full Time Directors-Members, Financial Adviser - Member and Chief Engineer(SCM)-Convener.            |  |   |                       |   |                   |  |                   |