



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

Reg. Office: Vydyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala.

CIN: U40100KL2011SGC027424

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Abstract

Establishment – Revision of delegation of powers of Ministerial Officers of KSEB Limited –
Approved – Orders issued.

Corporate Office (Administration)

B.O. (DB) No. 751/2021 (Estt.II/4242/2021)

Dated, Thiruvananthapuram 08.10.2021

- Read: 1. B.O. No. 2627/97 TC2(B) 1071/96 dated 26.11.1997.
2. Proceedings No. Estt.X/MIS/2014/2112 dated 03.04.2014 of the Secretary (Administration), KSEB Limited.
3. Note No. CMD/106/DoP-Ministerial/2021 dated 11.09.2021 of the Chairman & Managing Director, KSEB Limited.
4. Note No.Estt.II/4242/2021 dated 21.09.2021 of the Chairman & Managing Director.
5. Proceedings of the 60th meeting of the Board of Directors held on 28.09.2021 vide Agenda Item No. 12-09/2021.

O R D E R

The delegation of powers of Ministerial Officers of KSEB Limited was last revised as per Board Order read 1st above. Since the nature and scope of work underwent a lot of changes after that, a Consultative Team was constituted to carry out the works to revise the delegation of powers of Ministerial Officers as per Order read 2nd above. Even though the Team prepared a draft delegation of powers, later it was decided to start the work afresh after the completion of the organizational restructuring of KSEBL since many provisions in the draft are likely to change after the restructuring process. Hence the draft proposal was kept pending for a decision.

However, the restructuring was itself delayed and the absence of a revised delegation was affecting the effective discharge of duties. A meeting was convened by the Chairman & Managing Director with the concerned officers on 11.09.2021 in order to discuss and finalize the draft delegation of powers of Ministerial Officers. The draft was discussed threadbare and revised in the meeting. The same was circulated to all participants/Heads of Departments for one more refinement as directed in the note read 3rd above. The draft was once again revised on the basis of the comments received from all officers concerned and submitted for approval. As ordered by the Chairman & Managing Director, the proposed delegation of powers was placed before the Board of Directors as per note read 4th above.

Having examined the matter in detail, the Board of Directors in the meeting held on 28.09.2021 resolved to approve the proposed delegation of powers of Ministerial Officers of KSEB Limited with the modifications as follows:

- Clause 1.1.2: To depute officers of and below the cadre of Dy.CAO / Senior Finance Officer in Finance / Accounts wing to various committees / meetings / hearing of tax authorities etc.
- Clause 3.1.9: To sanction re-appropriation of budget estimates as per budget manuals / Board Orders.
- Clause 12.3.1: Assigning of seats / duties of all staff and officers within the Finance wing of Corporate Office.

It was further resolved to authorize the Chairman & Managing Director to rectify the typographical / language errors, if any.

Orders are issued accordingly.

By Order of the Director Board,
Sd/-
Lekha G,
Company Secretary I/C

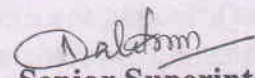
To

1. All Chief Engineers / Deputy Chief Engineers / Executive Engineers.
2. The Financial Adviser / Chief Internal Auditor.
3. The Legal Adviser & Disciplinary Enquiry Officer.
4. The Chief Personnel Officer / Chief Public Relations Officer.

Copy to:

1. The Company Secretary-in-charge.
2. T.A to the Chairman & Managing Director / Directors (Distribution & IT), (Transmission & SO), (Generation-Electrical), (Generation-Civil), (REES, SOURA, Sports & Welfare), (Planning & Safety, SCM) / P.A to the Director (Finance).
3. Sr.CA to the Secretary (Administration) / Sr.CA to the Chief Vigilance Officer.
4. Stock File.

Forwarded / By Order


Senior Superintendent

B

DELEGATION OF POWERS OF MINISTERIAL OFFICERS

[Annexure to B.O. (DB) No. 751/2021 (Estt.II/4242/2021) dated, Thiruvananthapuram 08.10.2021]

(A) CORPORATE OFFICE

1	ADMINISTRATIVE POWERS
1.1	Financial Adviser
1.1.1	To depute employees other than officers working in Finance/Accounts wings for training not exceeding 2 weeks under intimation/report to Chief Engineer (HRM).
1.1.2	To depute officers of and below the cadre of Dy.CAO/Senior Finance Office in Finance/ Accounts wing to various committees/meetings/hearing of tax authorities etc.
1.2	Chief Internal Auditor
1.2.1	Administrative and functional control over all the audit wings in the Corporate Office, Resident Concurrent Audit Office, pre-check units and Regional Audit Offices.
1.2.2	To recommend to Board on various matters, viz., investigation sanction, establishment claims, Medical Advance and any other audit matters as required by the Board/FTD/offices in Corporate Office/field offices.
1.2.3	To communicate with Government/Accountant General/Legislative Secretariat on matters related to Inspection Reports of AG, Draft Paras, Committee on Public Undertakings/Committee on Public Accounts etc.
1.3	Company Secretary
1.3.1	To recommend employees and officers including apprentice / internship trainees for both in house and external trainings.
1.3.2	To exercise administrative and functional control over all the wings and employees of the Corporate Secretarial department.
1.3.3	To communicate with any office of the Company for information on matters dealt within in Corporate Secretarial department.
1.3.4	To communicate with the consultants engaged by the Company on matters dealt with in Corporate Secretarial department.
1.3.5	To sanction Casual Leaves to all employees working in Corporate Secretarial department.
1.3.6	To order charge arrangements for a period not exceeding 3 months at a stretch to all officers working in Corporate Secretarial department.
1.3.7	To communicate the decision of Board of Directors and Committee of Full Time Directors in the form of Board Orders.
1.4	Chief Personnel Officer
1.4.1	To handle matters relating to personnel management / industrial relations / labour welfare or other matters relating to the functioning of the Personnel Department.
1.4.2	To contact any office of the Board for information on matters dealt with/in the Personnel Department.
1.4.3	To appear before any authority under the Government/Labour/ Subordinate Courts or conciliation / adjudication / arbitration or any judicial fora on behalf of the Company in matters dealt within the Personnel Department.

1.4.4	To administer KSEB Employees Welfare Fund as per its regulations.
1.5	Assistant Company Secretary
1.5.1	To exercise all powers of Company Secretary as and when Company Secretary is on leave or on tour.
1.6	Special Officer (Revenue)
1.6.1	To file claim petition, sign relevant documents and perform all legal proceedings before National Company Law Tribunals in matters connected with HT/EHT consumers.
1.6.2	To permit payment of arrears of current charges installments by HT & EHT consumers as per guidelines prescribed.
1.6.3	To sanction Refund/Adjustment/Arrears of revenue in respect of HT/EHT consumers due to mistake in meter reading/assessment subject to approval from the Director (Finance).
1.6.4	He will be the Appellate Authority in the office of the Special Officer (Revenue) under the Right to Information Act, 2005.
1.7	Legal Adviser & Disciplinary Enquiry Officer
1.7.1	To make final approval of statement of facts and written statements where KSEBL is a party.
1.7.2	To advise compliance of judgment / satisfaction of decree.
1.7.3	To advise filing of appeal.
1.7.4	Administrative control of Nodal Officers (litigation).
1.7.5	To supervise Legal Liaison Office, Ernakulam and Liaison Office, Delhi.
1.7.6	To engage and disengage counsel to represent Company before lower courts and fora subject to approval of the Board.
1.7.7	To depute employees other than officers working in the O/o the LA&DEO for training not exceeding 2 weeks under intimation / report to the Chief Engineer (HRM).
1.8	Senior Law Officer
1.8.1	Supervision / conduct of cases before the Lok Ayuktha, High Court and Supreme Court as delegated by LA&DEO.
1.9	Senior Accounts Officer (Audit)
1.9.1	To approve pay fixation related to Junior-Senior Fixation of all employees.
1.9.2	To recommend officers and employees in audit wing for training.
1.10.	Senior Accounts Officer, O/o the Chief Engineer (HRM)
1.10.1	To sanction non-refundable advance and temporary advance from GPF as per rules to all employees others than officers working in the ARU of Chief Engineer (HRM).
1.10.2	To approve and pass all establishment bills including T.A bills of all employees other than officers working in the ARU of Chief Engineer (HRM).
1.10.3	To sanction pension, gratuity and commutation of pension to all classes of pensioners up to Overseer.
1.10.4	To sanction all kinds of leave to all employees other than officers working in the ARU of Chief Engineer (HRM), other than the following: i. Study Leave ii. Special Disability Leave iii. Leave Without Allowance for a period more than 4 months at a time
1.10.5	To sanction Earned Leave Surrender to all officers up to the rank of Executive Engineer in the Corporate Office.

1.10.6	To sanction periodical increments, grade promotion, probation delcaration, pay fixation due to pay revision to all officers of and below the rank of Executive Engineer / Accounts Officer / Finance Officer working in the ARU of Chief Engineer (HRM).
1.10.7	Appellate Authority in the O/o the Chief Engineer (HRM) under the Right to Information Act, 2005.
1.10.8	Grievance Redressal Officer for National Pension System (NPS).
1.11	Senior Finance Officer, O/o the Financial Adviser
1.11.1	To function as Chief Grievance Redressal Officer for National Pension System (NPS).
1.12	Chief Public Relations Officer
1.12.1	To handle matters relating to communications with Press, Radio, FM, Social Media, Web Channels, New Media & Local Networks, press releases, press communiques, advertisements and other matters relating to Public Relations or Public Information System.
1.12.2	To request any officer of the Compay for information on any subject relating to the functioning or performance of the Board for public relation purposes.
1.13	Regional Personnel Officer
1.13.1	To handle matters relating to personnel management / industrial relations / labour welfare or other matters relating to the functioning of the Personnel Department in consultation with the Chief Personnel Officer.
1.13.2	To appear before conciliation / adjudication / arbitration authorities or Workmen's Compensation Courts or other authorities under any labour law on behalf of the Company.
1.13.3	To contact any office of the Company for information on matters connected to the Personnal Department.
1.14	Deputy Secretary (Administration)
1.14.1	He shall exercise all functions of the Secretary (Administration) as and when the Secretary (Administration) is on leave or on official tour.
1.14.2	To corrspond with the FA, CIA and Resident Audit Officer directly on accounts matters and furnish reply to audit queries, audit objections, Inspection Notes etc.
1.15	Law Officer - I
1.15.1	Communication of all CDRF cases, CDRC cases, CGRF, Ombudsman, Appellate Authority, PLA cases to field offices / other offices.
1.15.2	To refer files to the Chief Engineers and other Heads of Departments and offices under the Board for advice, remarks and to make interim references in all cases and to all for additional information from them and their subordinate officers.
1.16	Law Officer - II
1.16.1	To issue sanction to file appeal against orders of Consumer Disputes Redressal Forum valued below Rs. 50,000/-
1.16.2	Approval of written statement of cases before Consumer Fora / CGRF / Ombudsman / Appellate Authority wherein the stake involved is less than Rs. 50,000/-
1.16.3	Approval of written statement in LAR cases, matters in Subordinate Courts wherein the stake involved is less than Rs. 50,000/- and its advocate fees.
1.16.4	Supervision of cases before the District Labour Office (including approval of statement of facts), ECC cases, GST & other indirect taxes.
1.17	Accounts Officer, GPF, O/o the Chief Internal Auditor
1.17.1	To verify & approve employee code, GPF account number, maintenance of individual GPF accounts of officers and staff, transfer of PF balance of employees who join KSEBL from other departments/offices and vice versa.

1.17.2	To authorize and issue GPF annual credit statement.
1.17.3	To authorize withdrawals from GPF towards non-refundable advances sanctioned by the competent authorities and authorize final payment towards closure.
1.18	Accounts Officer, EAS, O/o the Chief Internal Auditor
1.18.1	To approve establishment bills and vouchers after post/pre-audit of ARUs in Corporate Office and record objection whenever necessary.
1.18.2	To calculate the interest on House Building Advance/Motor Car Advance and issue closure certificates to concerned ARUs and issue NLC to pension sanction.
1.18.3	To verify and approve all medical bills sanctioned by the Chief Engineer (HRM) against the adjustment of Medical Advance sanctioned by the Board.
1.19	Accounts Officer, WAD, O/o the Chief Internal Auditor
1.19.1	To approve work / purchase bills / other bills and vouchers after pre-audit or post-audit of ARUs in Corporate Office and record objection whenever necessary.
1.19.2	To conduct post audit on accounts of Transmission, Generation and System Operation Circles.
1.20.	Finance Officer, Power Purchase Audit Cell
1.20.1	To conduct pre-audit / post audit of power purchase transactions, agreements etc.
1.21	Accounts Officer, Pension Audit, O/o the Chief Internal Auditor
1.21.1	To conduct post audit and issue audit approval for pension sanction.
1.21.2	To audit all pension payment records and related documents coming under all pension disbursing offices and record objection whenever necessary.
1.21.3	To pre-audit pension arrear bills amounting to Rs. 3 lakh and above
1.22	Accounts Officer, Arrear Clearance Cell, O/o the Chief Internal Auditor
1.22.1	Review, monitoring and reporting of Arrear details of LT/HT/EHT consumers.
1.22.2	To conduct post/pre-audit of HT/EHT consumer bills issued by the Special Officer (Revenue).
1.22.3	To monitor OTS Scheme approved by KSERC at the Corporate Office level.
1.22.4	To conduct audit of Bank Guarantee, Agreement executed with consumers, connected load, segregation of light load etc. of HT and EHT consumers.
1.23	Accounts Officer, Pay Fixation, O/o the Chief Internal Auditor
1.23.1	To scrutinize and approve pay fixation of all employees.
1.23.2	To assign Assistant Accounts Officers to scrutinize and approve pay fixation of all employees in field offices.
1.24	Accounts Officer, RAO Monitoring Cell, O/o the Chief Internal Auditor
1.24.1	To monitor the functioning of Regional Audit Offices and ensuring compliance of Annual Audit plan of RAO Offices.
1.25	Resident Concurrent Audit Officer, O/o the Chief Internal Auditor
1.25.1	To pre-check the bills of and above Rs. 10 lakhs pertaining to work and purchase other than distribution wing within 7 working days of submission to pre-check unit.
1.25.2	To issue pre-check notes to the ARUs with observations.
1.25.3	To drop the money value observations in the pre-check note based on the reply of the concerned ARU.
1.25.4	To conduct post audit of Civil ARUs, O/o the Research & Dam Safety, Pallom and other ARUs as required.
1.26	Accounts Officer (Pension Authorization), O/o the Chief Engineer (HRM)
1.26.1	To draw cheques on banks and disburse pensionary benefits.
1.26.2	To authorize pension, gratuity and commutation of pension to all classes of pensioners.
1.26.3	To muster pensioners and make payment of pension.

1.26.4	To sign and apply credit application.
1.26.5	Public Information Officer under Right to Information Act, 2005 in the O/o the Pension (Authorisation).
1.26.6	To sanction change of pension payment office.
1.26.7	To issue proceedings to rectify the wrong entries in the system pertaining to pensioners and family pensioners.
1.27	Accounts Officer (Pension Sanction), O/o the Chief Engineer (HRM)
1.27.1	Preliminary verification of pension papers and final pension calculation.
1.27.2	Sanctioning of all kinds of Pension, Gratuity and Commutation of pension to employees as delegated by Senior Accounts Officer / Deputy Chief Engineer (HRM- II).
1.27.3	To sanction revision of pension (including revision after rectifying drop in pension) as delegated by the Senior Accounts Officer / Deputy Chief Engineer (HRM-II).
1.27.4	To sanction change of nomination for family pension.
1.27.5	To function as Public Information Officer in the O/o the Pension Sanction as per Right to Information Act, 2005.
1.28	Accounts Officer (Bill Section), O/o the Chief Engineer (HRM)
1.28.1	To sanction non-refundable advance and temporary advance from GPF to employees working in the Corporate Office as delegated by Senior Accounts Officer / Deputy Chief Engineer (HRM-II).
1.28.2	To authorize all establishment, TA claims and loans & advances to the employees working in the ARU of Chief Engineer (HRM) as delegated by the Senior Accounts Officer / Deputy Chief Engineer (HRM-II).
1.28.3	To sanction all kinds of leave to employees other than officers working in the ARU of Chief Engineer (HRM) as delegated by the Senior Accounts Officer / Deputy Chief Engineer (HRM-II), other than the following: i. Study Leave ii. Special Disability Leave iii. Leave Without Allowance for a period more than 4 months at a time.
1.28.4	To sanction Earned Leave Surrender to employees working in the ARU of Chief Engineer (HRM) as delegated by the Senior Accounts Officer / Deputy Chief Engineer (HRM-II).
1.28.5	To sanction periodical increments, grade promotion, probation declaration, pay fixation due to pay revision to employees working in the ARU of Chief Engineer (HRM) of and below the category of Assistant Accounts Officer / Assistant Finance Officer / Assistant Executive Engineer.
1.28.6	To function as Public Information Officer in the Bill Section of Chief Engineer (HRM) as per Right to Information Act, 2005.
1.29	Administrative Officer / Accounts Officer, O/o the Chief Engineer (HRM)
1.29.1	To function as State Public Information Officer for O/o the Chief Engineer (HRM) as per the Right to Information Act, 2005.
1.29.2	To monitor recruitment, promotion, transfer & posting and disciplinary action up to the cadre of Assistant Executive Engineer / Assistant Accounts Officer.
1.29.3	To monitor the sanctioning of re-imbursement of medical bills submitted by all employees.
1.29.4	To monitor works pertaining to Gradation Wing and AB Section of the O/o the Chief Engineer (HRM).

1.30.	Assistant Accounts Officer & State Nodal Officer (NPS)
1.30.1	Sanction and authorisation of Terminal Claims (Gratuity) of retired NPS employees. Maintenance of Registers & Service Book for safe custody and record purpose.
1.30.2	Sanction and authorisation of Terminal Claims (Financial Assistance & Gratuity) to the dependants of deceased NPS employees. Maintenance of Registers & Service Book for safe custody and record purpose.
1.30.3	Authorised for fund transfer to Trustee Bank.
1.30.4	Maintenance of cash book of contribution upload.
1.30.5	Exit withdrawal and authorisation of pension wealth of NPS employees from NPS Trust upon retirement / death and annuity purchase.
1.30.6	Authorisation of inter sector shifting and maintenance of register.
1.30.7	Authorisation of subscriber master data correction in the NSDL-CRA data base and maintenance of register.
1.30.8	Authorisation of redemption of contribution of Non-NPS subscribers in the NSDL-CRA data base.
1.31	Regional Audit Officer
1.31.1	To monitor all cases of Electrical Section offices, Electrical Sub Division offices in respect of revenue, compliance of standard of performance regulations, APTS Bills, monitoring of cases, stores verification, Asset Register verification, System Maintenance Register etc.
1.31.2	To conduct audit of all the aspects of revenue and expenditure account including stores verification of Electrical Circle and Electrical Division offices including PMUs and other ARUs in distribution wing.
1.31.3	To conduct audit on establishment matters of all ARUs coming under the locational jurisdiction.
1.31.4	To conduct field/site inspection along with Assistant Engineers of Electrical Sections.
1.31.5	To pre-audit all medical reimbursement bills of above one lakh rupees of all ARUs coming under locational jurisdiction of RAO.
1.31.6	To propose NLC of Cashiers to the Executive Engineer concerned and issue concurrence to ARU heads for issuing NLC to Assistant Engineer and Senior Superintendent of Electrical Sections.
1.31.7	To issue NLC to the RAO staff of and below the rank of Assistant Accounts Officer.
1.32	Assistant Law Officer / Assistant Accounts Officer / Senior Superintendent
1.32.1	To approve and authenticate letters for collecting statement of facts/written statements and sending back the same for further action.
1.32.2	To issue approved statement of facts for and on behalf of the Legal Adviser and Disciplinary Enquiry Officer in the format 'signed Legal Adviser & Disciplinary Enquiry Officer' approved for issue.
1.33	Pre-check Superintendent - At pre-check unit, Kothamangalam, Thrissur and Kozhikode
1.33.1	To pre-check the bills for above Rs. 10 lakhs pertaining to work and purchase of ARU offices assigned to pre-check unit, viz., Transmission & Civil wings, System Operation Circles and Generation Circles within 7 working days of submission to pre-check unit.
1.33.2	To issue pre-check notes to the ARUs with observations.
1.33.3	To drop the money value observations in the pre-check note based on the reply of the concerned ARU.
1.33.4	To post audit of Civil ARUs and other ARUs as required.

2	LEAVE
2.1	Financial Adviser
2.1.1	To sanction casual leave to all employees working under him.
2.1.2	To order charge arrangements for period not exceeding 3 months at a time to all officers working under him.
2.2	Chief Internal Auditor
2.2.1	To sanction casual leave and recommend other eligible leave of all officers and staff within the Audit wing of Corporate Office.
2.2.2	To order charge arrangements and sanction charge allowance for period not exceeding 3 months at a time to all officers up to Regional Audit Officer/Accounts Officer in Corporate Office working under him/her.
2.3	Chief Personnel Officer
2.3.1	To order charge arrangements and sanction charge allowance for period not exceeding 3 months at a time to all officers up to the Regional Personnel Officer.
2.4	Chief Public Relations Officer
2.4.1	To make arrangements for additional charge and sanction charge allowance subject to usual conditions to all employees working under him up to 3 months.
2.5	Secretary (Administration)
2.5.1	To make arrangements for additional charge and sanction charge allowance to all officers (other than Head of Departments) and staff working in the Board Secretariat as per rules in force.
2.5.2	To sanction permission to visit abroad up to the rank of Executive Engineer or equivalent rank working in the Vidyuthi Bhavanam for a maximum period of 15 days.
2.6	Special Officer (Revenue)
2.6.1	To order charge arrangements for period not exceeding 3 months at a time to all officers working under him.
2.7	Senior Accounts Officer (Audit)
2.7.1	To sanction casual leave and recommend leave of all officers upto AO and staff in the Audit wing under him/her.
2.8	Regional Audit Officer
2.8.1	To order charge arrangements and sanction charge allowance for a period not exceeding 3 months at a time to all officers working under him/her.
2.9	Regional Audit Officer / Accounts Officer / Finance Officer of Audit wing in Corporate Office
2.9.1	To sanction casual leave and recommend other eligible leave of all officers up to AAO and staff in the Audit wing under him/her.
2.10.	Resident Concurrent Audit Officer, O/o the Chief Internal Auditor
2.10.1	To sanction eligible leave of pre-check Superintendents and tour programme, casual leave and recommend other eligible leave of pre-check unit staff of Resident Concurrent Audit.
2.11	Pre-check Superintendent - At pre-check unit, Kothamangalam, Thrissur and Kozhikode
2.11.1	To sanction casual leave, recommend other eligible leave and sanction tour programme of pre-check unit staff.
3	FINANCIAL POWERS
3.1	Financial Adviser
3.1.1	To open and operate accounts of the Company in the Treasury and Banks.

3.1.2	To waive objections and forego recovery of irregular expenditure not exceeding Rs. 50,000/- in each case.
3.1.3	To accept certificates of payments in lieu of payee's receipts.
3.1.4	To assign funds to ARUs.
3.1.5	To approve and release power purchase payments subject to rules.
3.1.6	To open and operate LC/Escrow accounts with Banks.
3.1.7	To hold permanent imprest of Rs. 50,000/-
3.1.8	To deposit surplus funds in Nationalised Banks.
3.1.9	To sanction re-appropriation of budget estimates as per budget manuals/Board Orders.
3.1.10	To sanction payment of legal fees, consultancy charges to tax consultants, advocates etc. engaged by him up to Rs. 25,000/-
3.2	Chief Internal Auditor
3.2.1	To waive objections and forego recovery of irregular expenditure not exceeding Rs. 50,000/- in each case.
3.2.2	To hold permanent imprest of Rs. 50,000/-
3.2.3	To sanction temporary imprest up to Rs. 50,000/- to RAOs for conducting training, Regional Audit meetings.
3.3	Company Secretary
3.3.1	All expenses on Board of Directors meetings, Committee meetings, Annual General meetings (full powers).
3.3.2	To sanction payment of filing fee and other statutory payments to Registrar of Companies from time to time under the Companies Act, 2013 including fees to be paid to the professionals for certifying/uploading the documents required as per the Act (full powers).
3.3.3	Repairs and maintenance expense of IT equipments / photocopier up to Rs. 50,000/- per annum.
3.3.4	To sanction purchase of stationery and arrange printing as per budget provision.
3.3.5	Purchase of books and periodicals limited to budget provision.
3.3.6	To hold permanent imprest of Rs. 50,000/-
3.4	Chief Personnel Officer
3.4.1	To sanction ordinary contingent charges up to Rs. 5,000/-
3.4.2	To sanction purchase of books & periodicals up to Rs. 10,000/- at a time subject to budget provision.
3.4.3	To sanction contingent bills for service postage stamps/courier charges up to Rs. 10,000/- at a time subject to annual limit of Rs. 1 lakh.
3.4.4	To incur expenditure on refreshments from office contingency not exceeding Rs. 25,000/- at a time in connection with the meeting, conference etc. subject to budget provision.
3.4.5	To sanction and arrange repair of furniture and office equipment up to Rs. 25,000/-
3.4.6	To hold imprest up to Rs. 25,000/- and incur the expenditure.
3.4.7	To sanction disposal of unserviceable materials, back runs of dailies and periodicals etc. worn out office equipments etc. up to Rs. 10,000/-
3.4.8	To sanction compensation in respect of Company employees / contract workers / general public / domestic cattle to the extent payable as per the provisions of the Act as decided by the Company from time to time.
3.4.9	To sanction reimbursement of medical expenses to accident victims during the course of employment.
3.4.10	To sanction Advocate fee up to Rs. 25,000/- at a time subject to budget provision.

3.4.11	To sanction purchase of stationery up to Rs. 20,000/- at a time subject to budget provision.
3.4.12	To sanction printing works up to Rs. 50,000/- at a time subject to annual limit of Rs. 1 lakh.
3.4.13	To sanction purchase of computer accessories and peripherals, ID card accessories and peripherals up to Rs. 1 lakh subject to budget provision.
3.4.14	To sanction expenses in connection with Annual Maintenance Contract in respect of photocopier, computers and printers up to Rs. 20,000 at a time subject to annual limit of Rs. 1 lakh.
3.5	Assistant Company Secretary
3.5.1	To sanction payment of filing fee and other statutory payments to Registrar of Companies from time to time under the Companies Act, 2013 including fees to be paid to the professionals for certifying/uploading the documents required as per the Act (normal fees only).
3.5.2	Repairs and maintenance expense of IT equipments / photocopier up to Rs. 10,000/-
3.5.3	Printing with annual limit of Rs. 25,000/-
3.5.4	Purchase of stationery with annual limit of Rs. 10,000/-
3.5.5	Purchase of books and periodicals with annual limit of Rs. 10,000/-
3.6	Special Officer (Revenue)
3.6.1	To sanction purchase of furniture and fixtures subject to norms and budget provision.
3.6.2	To sanction refreshment charges and office contingencies not exceeding Rs. 5,000/- at a time subject to the budget provision.
3.6.3	For purchase of stationery Rs. 10,000/- and printing Rs. 25,000/- at a time subject to the budget provision.
3.6.4	To sanction purchase of books and periodicals up to Rs. 10,000/- per annum.
3.6.5	To hold permanent imprest of Rs. 10,000/-
3.7	Senior Finance Officer/Deputy Chief Accounts Officer
3.7.1	To draw cheques on Banks and Treasury when authorized by the Financial Adviser.
3.7.2	To waive objections and forego recovery of irregular expenditure not exceeding Rs. 10,000/- in each case.
3.7.3	To accept certificates of payments in lieu of payee's receipts for amounts not exceeding Rs. 5,000/- in each case.
3.7.4	To sanction contingent expenditure up to Rs. 20,000 and to draw contingent bills for expenditure sanctioned by competent authority.
3.7.5	To assign funds to ARUs subject to limit by Financial Adviser.
3.7.6	To approve and release power purchase payments subject to rules.
3.7.7	To operate LC & Escrow Accounts.
3.7.8	To sign remittance slips, chalans and vouchers.
3.7.9	To hold permanent imprest of Rs. 10,000/-
3.8	Senior Accounts Officer (Audit)
3.8.1	To sanction write off of bad debts in respect of audit objections up to Rs. 30,000/- at a time.
3.8.2	To waive objections and forego recovery of irregular expenditure not exceeding Rs. 10,000/- in each case.

3.9	Senior Accounts Officer, O/o the Chief Engineer (HRM)
3.9.1	To sanction purchase of books and periodicals up to Rs. 10,000/- per annum.
3.9.2	To sanction reimbursement of medical expenses in respect of all employees working in the ARU of Chief Engineer (HRM) up to Rs. 30,000/- in each case.
3.9.3	To waive objections and forego recovery of irregular expenditure not exceeding Rs. 5,000/- in each case.
3.9.4	To sanction ordinary contingent expenditure up to Rs. 5,000/- at a time subject to budget provision.
3.9.5	To incur expenditure on refreshments not exceeding Rs. 2,000/- at a time in connection with meeting, conference etc. subject to annual limit of Rs. 25,000/-
3.10.	Chief Public Relations Officer
3.10.1	To arrange making films (35 mm or Video), approval of script, location etc. on the publicity aspect and pass such bills for payment subject to budget provision and approval of the Full Time Directors.
3.10.2	To sanction purchase of stationery articles and arrange for printing subject to rules and budget provision and pass such bills for payment, subject to Rs. 1 lakh each at a time.
3.10.3	To sanction purchase without quotation up to Rs. 15,000/- at a time subject to budget provision and pass such bills for payment.
3.10.4	To sanction purchase of reference books and periodicals subject to budget provision and pass such bills for payment.
3.10.5	To release the house journal under his direct control and guidance and sanction and pass payment of all bills in connection with the publication of house journal subject to budget provision and other applicable rules.
3.10.6	To sanction and incur expenditure on refreshments in connection with publicity, conference, seminars, meetings and discussions subject to budget provisions and pass such bills for payment subject to the limitation of Rs. 25,000/- in each case and annual limit of Rs. 2 lakh.
3.10.7	To sanction advertisement charges at lowest commercial rates in dailies and periodicals for classified and display advertisements subject to budget provision and pass all the bills for payment and sign the pay order in bills/payment vouchers.
3.10.8	To sanction the expenditure on publicity materials like leaflets, folders, booklets, invitation cards, greeting cards and expenditure on field publicity like exhibitions etc. subject to budget provision.
3.10.9	To invite and accept tenders for all items of materials and equipments pertaining to publicity up to Rs. 5 lakh at a time subject to budget provision.
3.10.10	To sanction waiver of tender calls/quotations pertaining to public relations up to and including Rs. 1 lakh for reasons to be recorded.
3.10.11	To sanction and arrange repairs of furniture and office equipment subject to budget provision and pass bills for payment, not exceeding Rs. 50,000/-
3.10.12	To sanction disposal of unserviceable materials, exhibits, models, films, office equipment, back runs of dailies and periodicals, photographs, charts etc. up to Rs. 50,000/-
3.10.13	To sanction special advertisements in souvenirs etc. not exceeding Rs. 5,000/- at a time subject to budget provision and pass such bills for payment.

3.10.14	To arrange send off meetings of staff working in Vidyuthi Bhavanam building limiting the expenditure for refreshment to Rs. 20,000/- per meeting and mementoes to the retiring staff worth Rs. 3,000/- per person (maximum) subject to budget provision and pass such bills for payment.
3.10.15	To incur expenditure for entertaining guests of the Company including boarding, lodging and travel (subject to sanction from competent authority).
3.10.16	To utilize club facility in Trivandrum Tennis Club / Trivandrum Club for entertaining guests/media persons as per requirement (subject to Board's sanction).
3.11	Legal Adviser & Disciplinary Enquiry Officer
3.11.1	To sanction purchase of books and periodicals worth Rs. 1 lakh in a year subject to budget provision.
3.11.2	To settle cases before subordinate courts having monetary value not exceeding Rs. 1 lakh in adalath.
3.12	Senior Law Officer
3.12.1	To defray payment of advocate fee and expenses of case before the High Court, Supreme Court and Lok Ayukta as per rules and regulations.
3.13	Law Officer - I
3.13.1	To sanction purchase of stationery articles and office equipments including IT equipments in respect of offices under his/her control worth Rs. 50,000/- in a year.
3.13.2	To incur on refreshments from office contingent not exceeding Rs. 2,500/- at a time in connection with the meetings, conference etc. held in the office.
3.14	Regional Audit Officer
3.14.1	To purchase stationery, books and periodical, rubber stamps etc. and incur printing charges up to Rs. 5,000/- at a time subject to budget provision and annual limit of Rs. 25,000/-
3.14.2	To sanction repair of furniture, computer peripherals and printer subject to a maximum of Rs. 25,000/- per annum.
3.14.3	To sanction hire charges for vehicles not exceeding Rs. 2,000/- at a time for hiring vehicles in emergent cases.
3.14.4	To sanction binding charges of office records up to Rs. 2,000/- at a time, subject to annual limit of Rs. 10,000/-
3.14.5	To hold permanent imprest of Rs. 15,000/-
3.15	Accounts Officer (Pension Authorization), O/o the Chief Engineer (HRM)
3.15.1	To waive objections and forego recovery of irregular expenditure not exceeding Rs. 2,000/- in each case.
3.15.2	To sanction contingent expenditure up to Rs. 1,500/-
3.16	Accounts Officer (Pension Sanction), O/o the Chief Engineer (HRM)
3.16.1	To sancion contingent expenditure up to Rs. 1500/-
3.17	Accounts Officer (Bill Section), O/o the Chief Engineer (HRM)
3.17.1	To waive objections and forego recovery of irregular expenditure not exceeding Rs. 1,000/- in each case.
3.17.2	To sanction contingent expenditure up to Rs. 1,500/-
3.17.3	To sanction reimbursement of medical expenses in respect of all employees working in the ARU of Chief Engineer (HRM) up to Rs. 10,000/- in each case.
3.18	Deputy Secretary (Administration)
3.18.1	To sanction purchase of furniture including office equipment required for the Board Secretariat not exceeding Rs. 25,000/- subject to budget provision and subject to the condition that the items and quantities are in accordance with the prescribed norms.

3.18.2	To sanction repair to furniture, office equipments including IT equipments up to Rs. 10,000/- in each case subject to budget provision.
3.18.3	To sanction purchase of stationery subject to rules not exceeding 5,000/-
3.18.4	To sanction local purchases of stationery and arrange for printing not exceeding Rs. 10,000/- at a time subject to rules and budget provision.
3.18.5	To sanction purchase of books and periodicals subject to budget provision not exceeding 5,000/-
3.18.6	To sanction purchase of spares for vehicles not exceeding Rs. 10,000 as recommended by the Vehicle Monitoring Cell.
3.18.7	To sanction purchase of office consumables/equipments without quotation up to Rs. 10,000/- at a time subject to annual limit of Rs. 75,000/-
3.18.8	To sanction repairs to vehicles up to Rs. 10,000/- at a time subject to rules and budget provision.
3.18.9	To operate drawing accounts pertaining to the Board Secretariat in the Bank and Treasuries.
3.18.10	To render monthly accounts of the Board Secretariat as the Accounts Rendering Officer.
3.18.11	To draw Contingent Bills for expenditure sanctioned by the competent authority.
3.18.12	To sanction Contingent expenditure not exceeding Rs. 10,000/- in each case subject to budget provision.
3.18.13	To pass for payment of all supply/purchase bills, petrol bills etc.
3.18.14	To sanction cash advance in urgent cases not exceeding Rs. 25,000/- provided the request is authenticated by a responsible officer and shall be closed within one month from the date of issue.
3.18.15	To hold permanent imprest of Rs. 10,000/-
3.18.16	To sanction advertisement charges subject to budget provision provided the rates as per norms fixed by the Chief Public Relations Officer.
3.19	Regional Personnel Officer
3.19.1	To hold permanent imprest of Rs. 10,000/- (for field officers only).
3.19.2	To sanction ordinary contingent charges up to Rs. 2,000/- in each case subject to budget provision.
3.19.3	To sanction purchase of books & periodicals up to Rs. 2500/- at a time subject to the annual limit of Rs. 10,000/-
3.19.4	To draw and pass contingent bills for service postage stamps/courier charges up to Rs. 5,000/- subject to annual limit of Rs. 25,000/-
3.19.5	To incur expenditure on refreshments from office contingency not exceeding Rs. 5,000/- at a time in connection with the meetings, conference etc. subject to annual limit of Rs. 50,000/-
3.19.6	To sanction purchase of stationery up to Rs. 2,000/- at a time subject to the annual limit of Rs. 20,000/-
3.19.7	To sanction and arrange repair of furniture and office equipment up to Rs. 2,000/- at a time subject to annual limit of Rs. 25,000/-
3.19.8	To sanction compensation in respect of Company employees / contract workers / general public / domestic cattle to the extent payable as per the provisions of the Act up to Rs. 5 lakhs (applicable only for Regional Personnel Officer in the HQ).
3.19.9	To sanction reimbursement of medical expenses to accident victims up to Rs. 2 lakhs (applicable only for the Regional Personnel Officer in the HQ).

3.19.10	To sanction printing works up to Rs. 5,000/- at a time subject to annual limit of Rs. 20,000/-
3.19.11	To sanction advocate fee up to Rs. 10,000/- at a time subject to annual limit of Rs. 1 lakh.
3.19.12	To sanction disposal of unserviceable materials, back runs of dailies and periodicals etc. worn out office equipments etc. up to Rs. 5,000/-
4	INVITING TENDERS
4.1	Financial Adviser
4.1.1	To invite tenders and accept tender subject to budget provision.
4.1.2	To sanction waiver of tender calls up to and including Rs. 50,000/- for reasons to be recorded.
4.2	Chief Internal Auditor
4.2.1	To sanction waiver of tender calls up to and including Rs. 50,000/- for reasons to be recorded.
4.2.2	To invite tenders and accept tender up to Rs. 5 lakh subject to budget provision.
4.3	Company Secretary
4.3.1	To invite tenders for Secretariat Audit and other consultancy works relating to Company law matters.
4.4	Secretary (Administration)
4.4.1	To invite tenders and accept tender up to Rs. 5 lakhs subject to budget provision.
5	SURVEY REPORT & DISPOSALS
5.1	Financial Adviser
5.1.1	To sanction survey report and disposal of unserviceable furniture and office equipments including IT equipments having assessed value up to Rs. 50,000/- subject to rules.
5.2	Chief Internal Auditor
5.2.1	To sanction survey report and disposal of unserviceable furniture and office equipment including IT equipments having assessed value up to Rs. 50,000/- subject to rules.
5.3	Senior Finance Officer/Deputy Chief Accounts Officer
5.3.1	To sanction survey report and disposal of unserviceable furniture and office equipments having assessed value up to Rs. 10,000/- subject to rules.
5.4	Secretary (Administration)
5.4.1	To sanction survey report and disposal of unserviceable materials, furniture and office equipment having assessed value up to Rs. 50,000/- subject to rules.
6	MAINTENANCE & REPAIRS (Subject to budget provisions)
6.1	Financial Adviser
6.1.1	To sanction and arrange repairs of furniture and office equipments including IT equipments and vehicles up to Rs. 50,000/- at a time subject to budget provision.
6.1.2	To sanction expenses in connection with Annual Maintenance Contract in respect of photocopiers, computers and printers up to Rs. 20,000 at a time subject to annual limit of Rs. 1 lakh.
6.2	Chief Internal Auditor
6.2.1	To sanction and arrange repairs of furniture and office equipment including IT equipments and vehicles up to Rs. 50,000/- at a time subject to budget provision.

6.2.2	To sanction expenses in connection with Annual Maintenance Contract in respect of photocopiers, computers and printers up to Rs. 20,000 at a time subject to annual limit of Rs. 1 lakh.
6.3	Senior Finance Officer/Deputy Chief Accounts Officer
6.3.1	To sanction and arrange repairs of furniture and office equipments up to Rs. 25,000/- at a time subject to budget provision.
6.4	Senior Accounts Officer (Audit)
6.4.1	To sanction and arrange repairs of furniture and office equipment up to Rs. 25,000/- at a time subject to budget provision.
6.5	Secretary (Administration)
6.5.1	To sanction expenses in connection with Annual Maintenance Contract in respect of photocopiers, computers and printers up to Rs. 20,000 at a time subject to annual limit of Rs. 1 lakh.
6.5.2	To sanction and arrange repairs of vehicles, furniture & office equipments including IT equipments up to Rs. 50,000/- at a time subject to budget provision.
6.5.3	To make advance payment for the contract of repairs / maintenance / sevice of all equipment provided such works are entrusted with the original manufacturers of authorized agents limiting the amount up to Rs. 3 lakh in each case.
7	MISCELLANEOUS
7.1	Financial Adviser
7.1.1	To sanction all contingent expenditure subject to budget provision.
7.1.2	To sanction write off of bad debts up to Rs. 75,000/- at a time.
7.1.3	To sanction administrative expenditure on publicity, refereshments etc. in connection with special meetings convened up to Rs. 50,000/- at a time subject to budget provision.
7.1.4	To sanction demurrage.
7.1.5	To waive Security Deposit up to Rs. 25,000/-
7.1.6	To condone delay in supply of materials as per orders placed by him subject to the following conditions: i. That no loss has been caused to the Board due to the belated supply. ii. That there has been no fall in prices during the extended period of supply. iii. That the delay was beyond the control of the suppliers.
7.1.7	To sanction refund of penalty levied by him where penalty had been recovered in respect of belated suppliers and the same had been credited to revenue and he is competent to condone the delay in the supply.
7.1.8	To sanction advertisement charges for advertisements published by him.
7.1.9	To arrange hiring of vehicle and sanction hire charges.
7.1.10	To sanction refund of Earnest Money Deposit and Security Deposit.
7.2	Chief Internal Auditor
7.2.1	To sanction administrative expenditure on publicity, refereshments etc. in connection with special meetings convened up to Rs. 50,000/- at a time and for taking photographs up to Rs. 10,000/- at a time subject to budget provision.

7.2.2	To condone delay in supply of materials as per orders placed by him subject to the following conditions. i. That no loss has been caused to the Company due to belated supply. ii. That there has been no fall in prices during the extended period of supply. iii. That the delay was beyond the control of the suppliers.
7.2.3	To sanction refund of penalty levied by him where penalty had been recovered in respect of belated suppliers and the same had been credited to revenue and he is competent to condone the delay in the supply.
7.2.4	To recommend refund of Earnest Money Deposit and Security Deposit.
7.3	Secretary (Administration)
7.3.1	To function as Convener of Departmental Promotion Committee.
7.3.2	To sign release deeds in respect of LIC policies assigned in favour of the Board under the B.A Scheme.
7.3.3	To countersign TA bills etc. of all employees including officers working under him.
7.3.4	To operate the accounts pertaining to the Board Secretariat in the Treasuries and Bank.
7.3.5	To sanction advertisement charges on advertisements published for the Company.
7.3.6	To incur expenditure from office contingency not exceeding Rs. 50,000/- at a time on publicity, refreshments etc. in connection with meetings, seminars etc. subject to budget provision.
7.3.7	To write off bad debts, losses due to theft, damages & accidents up to Rs. 25,000/- at a time subject to rules.
7.3.8	To represent the Company before various Courts & Fora and to sign pleading, petition, application, affidavits, vakalaths etc. to be filed in courts on behalf of the Company as advised by the LA&DEO.
7.3.9	To sanction all contingent expenditure subject to budget provision.
7.3.10	To refer files to the Chief Vigilance Officer, Legal Adviser & Disciplinary Enquiry Officer, Financial Adviser, Chief Internal Auditor, Chief Personnel Officer, Chief Engineers and other Heads of Departments and offices under the Company for advice/remarks and make interim reference in all cases and to call for additional information from them and their subordinate officers.
7.3.11	To communicate office orders and decisions of the CMD and Directors.
7.3.12	To dispose of all petitions/representations/cases of a routine nature or where the request made or the point raised is covered by rules/orders issued already in the matter or by a decision already taken by the Director Board.
7.3.13	To sanction refund of revenue on account of mistakes and recovery, accounting etc. after recording specific reasons.
7.3.14	To sanction refund of EMD for works, if any, awarded by him.
7.3.15	To sanction medical advance up to Rs. 10 lakhs.
7.3.16	To condone delay in submission of vouchers for cash advance paid, provided the reasons assigned thereof are convincing and the grounds are bonafide, subject to the conditions that no loss has been caused to the Board due to the belated submission of vouchers.
7.3.17	To hold an imprest of Rs. 1.5 lakh and arrange recoupment as and when required.
7.3.18	To issue NOC to obtain Indian Passport to the officers of and above the cadre of EE/AO/FO.
7.3.19	To issue Circulars based on the existing orders/rules.

7.3.20	To condone delay in supply of materials as per orders placed by him subject to the following conditions. i. That no loss has been caused to the Board due to the belated supply. ii. That there has been no fall in prices during the extended period of supply. iii. That the delay was beyond the control of the suppliers.
7.3.21	To sanction refund of penalty levied by him where penalty had been recovered in respect of belated suppliers and the same had been credited to revenue and he is competent to condone the delay in the supply.
7.4	Senior Finance Officer/Deputy Chief Accounts Officer
7.4.1	To sanction contingent expenditure up to Rs. 20,000/- at a time.
7.4.2	To sanction write off bad debts covering loss due to theft, damage or accident up to Rs. 25,000/-
7.4.3	To sanction demurrage up to Rs. 5,000/-
7.4.4	To sanction expenditure on refreshments up to Rs. 10,000/- at a time in connection with meetings convened and for taking photographs up to Rs. 3,000/- at a time subject to budget provision.
7.4.5	To condone delay in supply of materials as per orders placed subject to the following conditions: i. That no loss has been caused to the Board due to the belated supply. ii. That there has been no fall in prices during the extended period of supply. iii. That the delay was beyond the control of the suppliers.
7.4.6	To sanction refund of penalty levied by him where penalty had been recovered in respect of belated suppliers and the same had been credited to revenue and he is competent to condone the delay in the supply.
7.4.7	To sanction refund of Earnest Money Deposit.
7.5	Special Officer (Revenue)
7.5.1	To write off bad debts such as unidentified/fictitious arrears amounting to Rs. 10,000/- with the concurrence of the Chief Internal Auditor.
7.6	Senior Accounts Officer (Audit)
7.6.1	To sanction expenditure on refreshments up to Rs. 5,000/- at a time in connection with special meetings convened and for taking photographs up to Rs. 3,000/- at a time subject to budget provision.
7.6.2	To sanction contingent expenditure up to Rs. 5,000/-
7.7	Chief Public Relations Officer
7.7.1	To sanction demurrage charges and pass the bills for payment not exceeding Rs. 10,000/- at a time.
7.7.2	To sanction expenditure to organize public and cultural functions through songs/drama etc. and for sponsoring public and cultural functions for publicity up to Rs. 20,000/- in each case subject to annual limit of Rs. 1 lakh and pass such bills for payment.
7.8	Deputy Secretary (Administration)
7.8.1	To approve unless otherwise indicated, drafts, orders or communications to be issued on the basis of orders passed in the files by the Chairman, Full Time Directors or the Secretary.

7.8.2	To approve drafts of all communications to be issued by the Board on matters which are of an ordinary nature and which do not involve any policy issue based on orders passed by competent authority.
7.8.3	To sign "For Secretary (Administration)" in fair copies of all communications relating to important or policy matters, the drafts of which are approved by the Secretary (Administration).
7.8.4	To authenticate and forward Office Orders, Proceedings etc., the draft of which have been approved by the Secretary (Administration).
7.8.5	To sign pleading, petitions, applications and affidavits to be filed in courts on behalf of the Board in the absence of Secretary (Administration).
8	PURCHASE
8.1	Financial Adviser
8.1.1	To sanction purchase of furniture including office equipments in respect of offices under his control up to Rs. 1 lakh per annum, subject to the condition that the items and quantities are in accordance with the prescribed norms/standards and budget provisions.
8.1.2	To sanction purchase of stationery and arrange printing up to budget limit subject to applicable rules as per budget provision.
8.1.3	To sanction purchase of books, newspapers and periodicals limited to budget provisions.
8.1.4	To sanction purchase of Computer systems, UPS, peripherals, printers up to Rs. 2 lakh at a time subject to annual limit of Rs. 5 lakh by inviting limited quotations subject to budget provision.
8.2	Chief Internal Auditor
8.2.1	To sanction all case of purchase of furniture including office equipment in respect of offices under his control, subject to the condition that the items and quantities are in accordance with the prescribed norms, with monetary limit of Rs. 1 lakh per year and budget provision.
8.2.2	To sanction purchase of stationery and arrange printing as per budget provision.
8.2.3	To sanction purchase of books, newspapers and periodicals limited to budget provisions.
8.2.4	To sanction purchase of Computer systems, UPS, peripherals, printers up to Rs. 2 lakh at a time subject to annual limit of Rs. 5 lakhs by inviting limited quotations for the use of Audit wing in Corporate Office.
8.3	Secretary (Administration)
8.3.1	To sanction all cases of purchase of furniture including office equipment required for the Board Secretariat subject to budget provision and subject to the condition that the items and quantities are in accordance with the prescribed norms with monetary limit of Rs. 1 lakh per annum.
8.3.2	To sanction purchase of stationery and arrange printing of registers, forms and other required items subject to budget provision.
8.3.3	To sanction local purchases of stationery and arrange printing not exceeding Rs. 25,000/- at a time subject to budget provision.
8.3.4	To sanction purchase of books and periodicals subject to budget provision.
8.3.5	To sanction purchase of computer systems, UPS, peripherals, printers up to Rs. 5 lakhs by inviting limited quotations subject to budget provision.

8.4	Senior Finance Officer/Deputy Chief Accounts Officer
8.4.1	To sanction purchase of stationery articles of Rs. 10,000/- at a time and arrange printing up to Rs. 10,000/- at a time.
8.4.2	To sanction purchase of books and periodicals up to Rs. 10,000/- per annum.
8.5	Senior Accounts Officer (Audit)
8.5.1	To sanction purchase of books and periodicals up to Rs. 5,000/- per annum.
8.5.2	To sanction purchase of stationery articles of Rs. 10,000/- at a time and arrange printing up to Rs. 10,000/- at a time.
9	PURCHASE WITHOUT QUOTATION
9.1	Financial Adviser
9.1.1	To sanction purchase without quotation up to Rs. 15,000/- at a time subject to annual limit of Rs. 1.5 lakh
9.1.2	To sanction waiver of tender calls up to and including Rs. 50,000/- for reasons to be recorded.
9.2	Chief Internal Auditor
9.2.1	To sanction purchase without quotation up to Rs. 15,000/- at a time subject to annual limit of Rs. 1.5 lakh.
9.3	Secretary (Administration)
9.3.1	To sanction purchase without quotation up to Rs. 15,000/- at a time subject to budget provision.
9.3.2	To sanction waiver of tender calls up to and including Rs. 50,000/- for reasons to be recorded.
9.4	Senior Finance Officer/Deputy Chief Accounts Officer
9.4.1	To sanction purchase without quotation up to Rs. 15,000/- at a time subject to annual limit of Rs. 50,000/-
9.5	Senior Accounts Officer (Audit) / Special Officer (Revenue)
9.5.1	To sanction purchase without quotation up to Rs. 15,000/- at a time subject to annual limit of Rs. 50,000/-
9.6	Regional Audit Officer
9.6.1	To purchase without quotation up to Rs. 5,000/- at a time subject to an annual limit of Rs. 25,000/-
10	RE-APPROPRIATION
10.1	Secretary (Administration)
10.1.1	To sanction re-appropriation of funds within the same service and Account Heads for which he is the Controlling Officer subject to budget manual.
11	TOUR
11.1	Chief Public Relations Officer
11.1.1	To sanction journeys of all employees working under him in connection with duty within the state and the neighbouring districts of adjacent states.
11.2	Financial Adviser
11.12.1	To sanction journeys of all employees working under him within the state and to the neighbouring districts of adjacent states.
11.3	Chief Internal Auditor
11.3.1	To sanction journeys of all staff and officers of and below the cadre of Senior Accounts Officer working under him/her within the state and to the neighbouring districts of adjacent states.

11.4	Secretary (Administration)
11.4.1	To sanction journeys of all officers and other employees working under him within the state and to neighbouring districts of adjacent states.
11.5	Senior Finance Officer/Deputy Chief Accounts Officer
11.5.1	To sanction journeys within the state of all employees of and below the rank of Assistant Finance Officer working under the Finance Wing.
11.6	Senior Accounts Officer (Audit)
11.6.1	To sanction journeys of all officers up to AO and staff in the Audit wing under him/her.
11.7	Legal Adviser & Disciplinary Enquiry Officer
11.7.1	To sanction journeys of all officers and other employees working under him within the state and to neighbouring districts of adjacent states in connection with conduct of cases.
11.8	Chief Personnel Officer
11.8.1	To sanction journeys of all employees working under him in connection with duty within the state and to the neighbouring districts of adjacent states.
11.9	Regional Personnel Officer
11.9.1	To sanction journeys of all employees working under him on duty within the jurisdiction.
11.10.	RAO/AO of Audit wing in Corporate Office
11.10.1	To sanction journeys of all officers up to AAO and staff in the Audit wing under him/her.
11.11	Resident Concurrent Audit Officer, O/o the Chief Internal Auditor
11.11.1	To sanction eligible leave of pre-check Superintendents and tour programme, casual leave and recommend other eligible leave of pre-check unit staff of Resident Concurrent Audit.
11.12	Pre-check Superintendent - At pre-check unit, Kothamangalam, Thrissur and Kozhikode
11.12.1	To sanction tour programme, casual leave and recommend other eligible leave of pre-check unit staff.
12	WORK ALLOCATION
12.1	Secretary (Administration)
12.1.1	To assign seats of staff and distribution of works among various sections under his control.
12.2	Legal Adviser & Disciplinary Enquiry Officer
12.2.1	Assigning of seats / duties of officers and staff within the Law Section.
12.3	Financial Adviser
12.3.1	Assigning of seats/duties of all staff and officers within the Finance Wing of Corporate Office.
12.4	Chief Internal Auditor
12.4.1	Assigning of seats/duties of all staff and officers of and below the rank of Accounts Officer/Finance Officer within the Audit wing of Corporate Office.
12.5	Special Officer (Revenue)
12.5.1	Assigning of seats / duties of all staff and officers below the rank of Senior Superintendent in his office.
(B) FIELD OFFICES	
13	ADMINISTRATIVE POWERS
13.1	Finance Officers / Assistant Finance Officers in ARUs
13.1.1	To sanction Earned Leave Surrender to all staff and officers working under the ARU.

13.1.2	To sanction periodical increments, grade promotion to all staff and officers of and below the cadre of Assistant Executive Engineers working under the ARU.
13.1.3	To propose charge arrangements for period not exceeding 3 months at a time to the officers working under him.
13.2	Assistant Administrative Officers in the O/o the Chief Engineer (Distribution) and Electrical Circles
13.2.1	To sanction Earned Leave Surrender to all staff and officers working under the ARU.
13.2.2	To sanction periodical increments, grade promotion to all staff and officers of and below the cadre of Assistant Executive Engineers working under the ARU.
13.2.3	Sanctioning of pay bills, TA bills and other establishment claims of all staff working in Electrical Circle, except that of Deputy Chief Engineer.
13.2.4	Matters relating to Right to Information Act. AAO of Electrical Circle may be designated as Public Information Officer.
13.3	Senior Superintendents in Electrical Circles
13.3.1	SS (Revenue) - Coordination for giving reply to LA Interpellations and duties already assigned to them.
13.4	Divisional Accounts Officer in Electrical Divisions
13.4.1	Financial audit of work bills.
13.4.2	Monitoring and compilation of accounts.
13.4.3	Matters relating to cable TV.
13.5	Senior Superintendents in Electrical Divisions
13.5.1	SS (Estt): i. Sanctioning / approval of pay bills and other establishment claims of all staff working in various offices under Electrical Division, except that of Executive Engineer. ii. Assistant Public Information Officer in matters relating to Right to Information Act and duties already assigned to them.
13.5.2	SS (Revenue): i. Coordination for giving reply to LA Interpellations and duties already assigned to them. ii. Monitoring revenue accounts and General Branch works.
13.5.3	SS (GB) - Sanctioning of pension claims and duties already assigned to them.
13.6	Senior Superintendents in Electrical Sections
13.6.1	To monitor collection accounts.
13.6.2	Public Information Officer as per Right to Information Act, 2005.
13.6.3	Administrative control of Revenue Wing including sanctioning leave in consultation with the Assistant Engineer.
14	FINANCIAL POWERS
14.1	Finance Officer / Assistant Finance Officer in ARUs
14.1.1	To authorize, draw and disburse all establishment payments including loans and advances to all employees working in the ARU.
14.1.2	To draw and disburse Contingent bills, imprest, petty contract bills etc. duly authorized by the competent authority up to Rs. 2 lakhs in respect of the staff, contractors and suppliers under the ARU.
14.1.3	To sanction reimbursement of medical expenses up to Rs. 10,000/- in respect of all employees working in the ARU as per rule.

14.1.4	To draw and disburse all statutory payments due to Government recovered from all employees and contractors in the ARU.
14.1.5	To pass all recovery remittance vouchers related to all matters, for which payment has to be made within specified due dates.
14.2	Assistant Administrative Officers in the O/o the Chief Engineer (Distribution) and Electrical Circles
14.2.1	To authorize, draw and disburse all establishment payments including loans and advances to all employees working in the ARU.
14.2.2	To draw and disburse all establishment, TA, loans and advances to all employees working under the ARU.
14.2.3	To draw and disburse Contingent bills, imprest, petty contract bills, purchase bills duly authorized by the competent authority up to Rs. 1 lakh in respect of the staff, contractors and suppliers coming under the ARU.
14.2.4	To sanction reimbursement of medical expenses up to Rs. 5,000/- in respect of all employees working in the ARU as per rule.
