ಚಾಮುಂಡೇಶ್ವರಿ ವಿದ್ಯುತ್ ಸರಬರಾಜು
ನಿಗಮ ನಿಯಮಿತ
(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸ್ವಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ)
ನಿಗಮ ಕಾರ್ಯಾಲಯ,
ಚಾವಿಸನಿನಿ, ಮೈಸೂರು-570017
Telephone No: 0821-234338

**CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LIMITED**
*(A Government of Karnataka Undertaking)*
Corporate Office,
CESC, Mysuru-570017
**Web Site: www.cescmysore.org.**
E-mail ID:gmhrd@cescmysore.org

Company Identity Number[CIN]:- **U40109KA2004SGC035177**

**ವಿಷಯ**:-ಚಾವಿನಿನಿಯ ಆರ್ಥಿಕ ಪ್ರತ್ಯಾಯೋಜನೆಯನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳುವ ಬಗ್ಗೆ.
**ಉಲ್ಲೇಖ:-** 84ನೇ ಚಾವಿಸನಿನಿ ನಿರ್ದೇಶಕರ ಮಂಡಳಿ ಸಭೆಯ ಠರಾವು ಸಂಖ್ಯೆ:84/11 ದಿನಾಂಕ:18.02.2021.

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**ಪೀಠಿಕೆ:**

ಚಾವಿಸನಿನಿಯ 84ನೇ ನಿರ್ದೇಶಕರ ಮಂಡಳಿ ಸಭೆಯಲ್ಲಿ, ಹೆಸ್ಕಾಂನ ಆರ್ಥಿಕ ಪ್ರತ್ಯಾಯೋಜನೆಯನ್ನು ಯಥಾವತ್ತಾಗಿ ಚಾವಿಸನಿನಿಯಲ್ಲಿ ಅಳವಡಿಸಿಕೊಳ್ಳಲು ಅನುಮೋದಿಸಲಾಗಿರುತ್ತದೆ. ಈ ಸಂಬಂಧ ಆರ್ಥಿಕ ಪ್ರತ್ಯಾಯೋಜನೆಯನ್ನು ಆಂತರಿಕ ಪರಿಶೋಧನೆಗೊಳಪಡಿಸಿದ್ದು, ಆಂತರಿಕ ಪರಿಶೋಧನ ಶಾಖೆಯಿಂದ ಪರಿಶೀಲಿಸಿ ಧೃಡೀಕರಿಸಿಲಾಗಿರುತ್ತದೆ. ಈ ಹಿನ್ನಲೆಯಲ್ಲಿ ಚಾವಿಸನಿನಿಯಲ್ಲಿ ಆರ್ಥಿಕ ಪ್ರತ್ಯಾಯೋಜನೆಯನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳಲು ಈ ಕೆಳಕಂಡಂತೆ ಆದೇಶಿಸಲಾಗಿದೆ.

**ಆದೇಶ**

ಕ್ರಮಾಂಕ : ಸೆಸ್ಕ್/ಆ&ಮಾಸಂ/02/ಇ-60747/2023-24/CYS-885 ದಿನಾಂಕ: 04 OCT 2023

ಚಾವಿಸನಿನಿಯ 84ನೇ ನಿರ್ದೇಶಕರ ಮಂಡಳಿ ಸಭೆಯಲ್ಲಿ ಅನುಮೋದಿಸಲಾಗಿರುವಂತೆ ಚಾವಿಸನಿನಿಯ ಆರ್ಥಿಕ ಪ್ರತ್ಯಾಯೋಜನೆಯನ್ನು ತಕ್ಷಣದಿಂದ ಜಾರಿಗೆ ಬರುವಂತೆ ಅಳವಡಿಸಿಕೊಳ್ಳಲು ಆದೇಶಿಸಿದೆ.

4/10/23
ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು(ಆ&ಮಾಸಂ)
ಚಾವಿಸನಿನಿ., ಮೈಸೂರು.

**ಪ್ರತಿಗಳು:**

1. ಮುಖ್ಯ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು(ಆಂ.ಪ). ಚಾವಿಸನಿನಿ, ಮೈಸೂರು.
2. ಮುಖ್ಯ ಇಂಜಿನಿಯರ್(ವಿ), ಕಾರ್ಯ ಮತ್ತು ಪಾಲನಾ ವಲಯ, ಚಾವಿಸನಿನಿ, ಮೈಸೂರು/ಹಾಸನ.
3. ಎಲ್ಲಾ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು, ನಿಗಮ ಕಛೇರಿ, ಚಾವಿಸನಿನಿ, ಮೈಸೂರು.
4. ಎಲ್ಲಾ ಅಧೀಕ್ಷಕ ಇಂಜಿನಿಯರ್(ವಿ), ಕಾರ್ಯ ಮತ್ತು ಪಾಲನೆ ವೃತ್ತ, ಚಾವಿಸನಿನಿ,
5. ಕಂಪನಿ ಕಾರ್ಯದರ್ಶಿ, ನಿಗಮ ಕಛೇರಿ, ಚಾವಿಸನಿನಿ, ಮೈಸೂರು ಇವರ ಮಾಹಿತಿಗಾಗಿ.
6. ಉಪ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು, ಎಂ.ಐ.ಎಸ್. ಶಾಖೆ, ನಿಗಮ ಕಛೇರಿ, ನಿಗಮದ ವೆಬ್‌ಸೆಟ್ ನಲ್ಲಿ ಪ್ರಕಟಿಸಲು.
7. ಎಲ್ಲಾ ಕಾರ್ಯನಿರ್ವಾಹಕ ಇಂಜಿನಿಯರ್(ವಿ)/ಲೆಕ್ಕಾಧಿಕಾರಿ, ಕಾರ್ಯ ಮತ್ತು ಪಾಲನೆ ವಿಭಾಗ, ಚಾವಿಸನಿನಿ,
8. ಮಾನ್ಯ ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು/ನಿರ್ದೇಶಕರು(ತಾಂತ್ರಿಕ)/ಮುಖ್ಯ ಆರ್ಥಿಕ ಅಧಿಕಾರಿರವರುಗಳ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳಿಗೆ ಕಳುಹಿಸುತ್ತ, ಸುತ್ತೋಲೆಯ ಮಾಹಿತಿಯನ್ನು ಮಾನ್ಯ ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು/ನಿರ್ದೇಶಕರು (ತಾಂತ್ರಿಕ)/ಮುಖ್ಯ ಆರ್ಥಿಕ ಅಧಿಕಾರಿಯವರ ಗಮನಕ್ಕೆ ತರುವಂತೆ ಕೋರಿದೆ.
9. ವ್ಯ1(ಆ&ಮಾಸಂ)/ಪ್ರ.ಕ.

CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LIMITED

(A Government of Karnataka Undertaking)

# Manual of Delegation of Powers

## First Edition-2023

# Manual of Delegation of Powers

First Edition-2023

CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LIMITED

(A Government of Karnataka Undertaking)

# CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LIMIITED

## MANUAL DELEGATION OF POWER

## "A"

# DELEGATION OF POWERS IN RESPECT OF CAPITAL WORKS, REVENUE WORKS, REPAIRS AND REPLACEMENT

| Sl.No. | Delegation of power in respect of | | | | | |
|---|---|---|---|---|---|---|
| A | Capital Expenditure | | | | | |
| | To Accord sanction to estimates in respect of | | | | | |
| | | MD | CEE | SEE | EEE | AEEE |
| 1 | Extension and improvement to the existing Distribution System. | FULL POWERS | Full Powers Subject to the works being included in the capital works programme. | 25,00,000 Subject to the works being included in the capital works programme. | 15,00,000 Subject to the works being included in the capital works programme. | 25,000 Subject to the works being included in the capital works programme. |
| | | Note: MD can approve / is authorized to accord approval for capital works not included in the Budget in the overall capital outlay not exceeding Rs. 1 Crore. | | | | |
| 2 | Rural Electrification | FULL POWERS | FULL POWERS | 5,00,000/- | 2,00,000/- | - |
| 3 | Power supply to Irrigation pump sets. | | | | | |
| | (a) General IP sets executed under CESC funds. | FULL POWERS | Full Powers subject to financial Limitation. | 10,00,000 | 5,00,000 | 50,000 |
| | (b) General IP sets executed under self execution. | FULL POWERS | Full Powers subject to financial Limitation. | 15,00,000 | 7,50,000 | - |

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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| | (c) IP sets sponsored under SC/ST Ganga Kalyan | FULL POWERS | Full Powers subject to financial Limitation. | Full Powers subject to financial Limitation. | 7,50,000 | 1,00,000 |
| | (d) IP sets sponsored under Backward and minority Ganga Kalyan | FULL POWERS | Full Powers subject to financial Limitation. | Full Powers subject to financial Limitation. | 7,50,000 | 1,00,000 |
| | | NOTE: Cost exceeding more than 1,50,000 will have to be borne by respective Backward Class & Minority Corporation. | | | | |
| 4 | a)Service connection including BhagyaJyothi Schemes etc. | FULL POWERS | Full Powers subject to financial Limitation. | 15,00,000/- | 8,00,000/- | 2,50,000/- |
| | b) U.G Cables in Major cities only. | FULL POWERS | FULL POWERS | 20,00,000/- | 10,00,000/- | - |
| 5 | Other Electrical works such as Electrification of old company's buildings / Quarters. | FULL POWERS | FULL POWERS | 2,00,000/- | 50,000/- | 10,000/- |
| 6 | Civil Engineering works inclusive of connected Electrical works. | FULL POWERS | FULL POWERS | 8,00,000/- | 1,00,000/- | - |
| B | (a) Administrative approval and Technical Sanction to Estimates in respect of Deposit Contribution Works only for Govt works | FULL POWERS | Full Powers subject to financial Limitation. | 20,00,000/- | 10,00,000/- | 50,000/- In respect of shifting of meteres, shifting of lines, shifting of poles & allied works. |
| | New addition: (b) Self execution works other than IP sets | FULL POWERS | Full Powers subject to financial Limitation of Rs. 50,00,000/- | 30,00,000/- | 15,00,000/- | 1,00,000 |
| C | **APPROVAL FOR THE EXCESS OVER THE SANCTIONED ESTIMATES IN RESPECT OF VARIATIONS:** | | | | | |
| 1 | Electrical works including works executed Departmentally. | FULL POWERS | Upto 20% over the estimate sanctioned by himself or by the lower authority | Upto 15% over the estimate sanctioned by himself or by the Executive Engineer | Upto 10% over the estimate sanctioned by himself | Upto 5% over the estimate sanctioned by himself |
| | | **Note: Approval is not required in cases of savings.** | | | | |

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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 2 | Civil works and Electrical works. | FULL POWERS | Upto 15% over the estimate sanctioned by himself or by the lower authority or 10% excess over the accepted tender value whichever is higher. | Upto 15% over the estimate sanctioned by himself or by the lower authority or 10% excess over the accepted tender value whichever is higher, provided the total cost of work is within his powers of sanction to estimates. | Upto 10% over the estimate sanctioned by himself or by the lower authority or 10% excess over the accepted tender value whichever is higher, provided the total cost of work is within his powers of sanction to estimates. | - |
| D | Approval for Invitation & Acceptance Of Tenders for the Execution Of Electrical / Civil Works. | Full Powers subject to financial Limitation. | Full powers subject to the cost of award not exceeding Rs. 30 Lakhs and sanctioned estimated amount by more than 15% | 15 Lakhs each work, so long as the cost of award does not exceed the sanctioned estimate amount by more than 10% | 8 Lakhs each work, so long as the cost of award does not exceed the sanctioned estimate amount by more than 10% | - |
| E | Sanction of Revised/Suplemental Estimates in Respect Of Electrical And Civil Works. | FULL POWERS | Upto 20% of the original estimated cost. | Upto 15% of the limit of their powers of sanction of original estimates. | Upto 10% of the limit of their powers of sanction of original estimates. | - |
| F | **APPROVAL FOR THE EXECUTION OF WORK** | | | | | |
| 1 | **Departmentally** | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | - |
| 2 | Short term Tender for piece work | FULL POWERS | FULL POWERS | 2,00,000/- | 50,000/- | - |
| | | Note: Piece work costing less than Rs.1 Lakh shall be executed by issuing short term notice through notice Board by giving 7 days time. | | | | |
| 3 | By contract system work | FULL POWERS | FULL POWERS | 10,00,000/- | 2,00,000/- | - |
| 4 | Award of Electrical / Civil works at rates not exceeding current SR of KPTCL/CESC/KPWD on piece work basis without inviting tender. | Electrical-5,00,000 Civil-5,00,000 | Electrical-5,00,000 Civil-5,00,000 | Electrical-5,00,000 Civil-4,00,000 | Electrical-5,00,000 Civil-3,00,000 | Electrical-50,000 |

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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 5 | Award of works without calling for quotation/tenders during emergency to restore power supply. (i.e., under conditions of natural calamity like flood, earthquake etc., as defined in KTPP Act.) | Full Powers Subjected to financial limitation. | 5,00,000/- Subjected to reporting to Corporate Office. | 2,50,000/- Subjected to reporting toZonal CEE. | 1,00,000/- Subjected to reporting to SEE. | - |
| 6 | Award of Electrical works on total Turnkey /Partial turn key basis such as new line, HT & LT extension of lines and erection of transformers. | Full Powers Subjected to financial limitation. | 30,00,000/- each work, subject to work included in the approved capital works programmes and the cost of the Award does not exceed the sanctioned estimated amount by more than 15% | 15,00,000/- each work, subject to work included in the approved capital works programmes and the cost of the Award does not exceed the sanctioned estimated amount by more than 10% | 8,00,000/- each work, subject to work included in the approved capital works programmes and the cost of the Award does not exceed the sanctioned estimated amount by more than 10% | - |
| G | WORKS CONTRACTS | | | | | |
| 1 | Execution of Agreement | FULL POWERS | FULL POWERS | Can execute agreements in respect of works within his powers | Can execute agreements in respect of works within his powers | - |
| 2 | Cancellation of Contract Agreement | FULL POWERS | Can cancel work contract awarded by him | Can cancel work contract awarded by him | Can cancel work contract awarded by him duly reporting to SEE | - |
| H | Condonation of delay in execution of civil works/other works carried out on contract. | FULL POWERS | Can condon upto 12 months beyond the period fixed in the contract approved by themselves/SEEs. | Can condon upto 6 months beyond the period fixed in the contract approved by themselves/EEEs. | Can condon upto 3 months beyond the period fixed in the contract approved by themselves. | - |
| I | REVENUE EXPENDITURE WORKS | | | | | |
| 1 | Dismantling/ Decommissioning of idle power service lines, Machinery, plant, building etc. | FULL POWERS | Full Powers Subjected to financial limitation. | 10,00,000/- | 5,00,000/- | - |

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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 2 | a. Dismantling of idle service lines | FULL POWERS | FULL POWERS | FULL POWERS | Full Powers only for releasing service main, meter, cutout. | |
| | b. Protective works against climatic conditions such as providing thatties/ other minor repairs for company buildings and line support concrete/ revetments in Malnad areas/ Coastel areas only. | FULL POWERS | FULL POWERS | 50,000/- | 20,000/- | |
| | c. Clearing of Weeds, Grass, Vegetation etc., in the station yards at SR of CESC/PWD. **(Only for those stations maintained by CESC staff)** | FULL POWERS | Full Powers Subjected to financial limitation. | Upto 50,000/- per station per annum. | Upto 25,000/- per station per annum. | |
| 3 | Maintenance of small park, garden in front of officees. | FULL POWERS | 10,000/- per annum | 5,000/- per annum | 5,000/- per annum | 2,500/- per annum |
| J | **REPAIRS & REPLACEMENTS** | | | | | |
| 1 | Repairs & Maintenance of plant, machinery and lines including replacement | FULL POWERS | 15,00,000/- | 10,00,000/- | 5,00,000/- | - |
| 2 | a. Repairs to faulty Distribution Transformers | FULL POWERS | FULL POWERS | FULL POWERS | 5,00,000/- Not exceeding 50 transformers at a time | - |
| | b. Repairs to faulty Power Transformers | FULL POWERS | 10,00,000/- | 2,00,000/- | 1,00,000/- | - |
| 3 | **Repairs to Buildings** | | | | | |
| 1 | a. In respect of buildings which are in existence for more than 30 years. | FULL POWERS | 50% of the capital cost of the building | 25% of the capital cost of the building | 10% of the capital cost of the building | |
| | b. In respect of buildings which are in existence for more than 20 years but up to 30 years. | FULL POWERS | 20% of the capital cost of the building | 10% of the capital cost of the building | 5% of the capital cost of the building | |
| | c. In respect of buildings which are in existence for 20 years and less. | FULL POWERS | 10% of the capital cost of the building | 5% of the capital cost of the building | 3% of the capital cost of the building | |
| 4 | **Repairs to Vehicles in respect of :** | | | | | |

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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| | a) Light vehicles such as Cars, Vans, jeeps, etc. | FULL POWERS | 30,000 per vehicle per year | 30,000 per vehicle per year | 30,000 per vehicle per year | 1,000 per vehicle per year |
| | b) Heavy Vehicles such as Lorries, Trucks, etc. | FULL POWERS | 1,00,000 per vehicle per year | 50,000 per vehicle per year | 30,000 per vehicle per year | 5,000 per vehicle per year |
| Note: | | | | | | |
| (I) | An expenditure of Rs.1,000/- towards petty/minor repair 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 vehicle should not exceed Rs. 50,000/- p.a. in case of light vehicles and 1,00,000/- in case of heavy vehicles. | | | | | |
| IV) | The cumulative total expenditure during the life of vehicle should not exceed the current cost of such vehicles. | | | | | |
| 5 | Repairs to Furniture | FULL POWERS | FULL POWERS | 10,000/- at a time | 5,000/- at a time | 2,000/- at a time |
| 6 | Repairs to T&P article | FULL POWERS | FULL POWERS | 10,000 p.a. | 7,500 p.a. | 1,000 p.a. |
| 7 | Repairs to: | | | | | |
| | (a) Mechanical Typewriters, Duplicators, Calculators, Numbering Machines NCR etc., | FULL POWERS | FULL POWERS | 5,000 p.a. | 3,000 p.a. | 1,000 p.a. |
| | (b) Copiers (Xerox) | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | - |
| | NOTE: Necessary Annual Maintenance Contract (AMC) may be entered into with the respective firms. | | | | | |
| | (c) Electronic Typewriters, Computers, Telex Machines, Printers etc., | FULL POWERS | FULL POWERS | 10,000 p.a. | 5,000 p.a. | 1,000 p.a. |
| 8 | Repairs & Maintenance of Sports equipments such as multigyms, table tennis & billiards etc., | FULL POWERS | - | - | - | - |

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"B"

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|

"B"

# DELEGATION OF POWERS

# IN RESPECT OF PURCHASES

| Manual of Delegation of Powers | | | | | | |
|---|---|---|---|---|---|---|
| A - Delegation of Powers in Respect of Works/ Repairs/ replacement | | | | | | |
| | | | | | | |
| Sl.No. | Particulars | MD | CPC | Board | | |
| 1 | Procurement of materials and award of works | Upto and inclusive of Rs. 3.00 Crores | More than Rs. 3.00 Crores and upto Rs. 10.00 Crores | More than Rs. 10.00 Crores. | | |

**Manual of Delegation of Powers**

**B. Delegation of Authority in Respect of Purchase**

| SL No | Particulars | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 1 | Invitation of tenders. | FULL POWERS | 3,00,000 | 1,00,000 | 25,000 | - |
| | NOTE: a) GM (Purchase), Corporate Office is the authority for all purchase orders placed in Corporate Office.<br>b) GM (Tech) is authorised to approve purchases not exceeding 20,000,/- at a time that are required for the smooth function of Corporate Office. | | | | | |
| 2 | Acceptance of tenders in case of: | | | | | |
| a) | Advertised tenders (Calling tenders by open advertisements) | 3,00,00,000 | 10,00,000 | 5,00,000 | 1,00,000 | - |
| | NOTE: In case of lone bidder, guidelines stipulated in **Appendix-3** Shall be followed. | | | | | |
| b) | Limited Tenders (Calling tenders from limited number of firms/ reputed manufacturers) | 5,00,000 | 1,00,000 | 50,000 | 25,000 | |
| | NOTE: Limited Tenders can not be called for purchases more than Rs. 5.00 Lakh as per KTPP Act. | | | | | |

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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 3 | Purchase of proprietary spares (proprietary spares means the spares obtainable only from the original suppliers / manufacturers of the particular equipment / accessory component). | 15,00,000 | 2,50,000 | 1,00,000 | 50,000 | - |
| 4 | (a) Urgent purchases by Local/ Telephonic enquiry. | 5,00,000 | 20,000 | 5,000 | 2,000 | 500 |
| | (b) Purchase of fuel out of imprest (for purchases above 1,000/- guidelines in para 91 of Accounts Manual Vol-II (part-A) shall be follwed) | FULL POWERS | 5,000 | 5,000 | 5,000 | 500 |
| 5 | Sundry purchases from Government institutions, Janatha Bazars, Co-operative societies without calling for quotations | FULL POWERS | 10,000 | 5,000 | 4,000 | 1,000 |
| 6 | **Full payment against proof of dispatch through Bank or against delivery (proforma Invoice)** | | | | | |
| | a) Proprietary Spares | FULL POWERS | 2,50,000 | 1,00,000 | 50,000 | - |
| 7 | Placing of Purchase Order in respect of | | | | | |
| | a) Rate contract approved by the CPC/Board | Can approve purchase orders to the extent stipulated in the rate contracts within his powers of purchase | 1.Can place purchase orders up to Rs. 3.00 Lakhs except H.T metering cubical. 2. .Can place purchase orders up to Rs. 5.00 Lakhs in respect of H.T metering cubical | 1.Can place purchase orders up to Rs. 3.00 Lakhs except H.T metering cubical. 2. .Can place purchase orders up to Rs. 5.00 Lakhs in respect of H.T metering cubical | - | - |
| | b) Placing Purchase Orders at DGSD/SPD rates without calling for tenders on firms having DGSD/SPD rate contract. | Can approve purchase orders within his powers of purchase | Rs. 20,000/- p.a. for ceiling Fans only. | Rs. 20,000/- p.a. for ceiling Fans only. | Rs. 10,000/- p.a. for ceiling Fans only. | - |

**NOTE:** No purchase order need be placed when the total value of the purchase is less than Rs 1,000/-

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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 8 | Renewal of Currency of Purchase order | Can approve renewal of currency of purchase orders for a period of 12 months beyond the date first prescribed in the purchase order provided no extra cost is involved. | Can renew currency of purchase orders placed by himself,. for a period of 12 months beyond the date first prescribed in the purchase order provided no extra cost is involved. | Can renew currency of purchase orders placed by himself,. for a period of 12 months beyond the date first prescribed in the purchase order provided no extra cost is involved. | Can renew currency of purchase orders placed by himself,. for a period of 12 months beyond the date first prescribed in the purchase order provided no extra cost is involved. | - |
| | NOTE: Provisions of para 99 of Accounts Manual Vol-II (part-A) shall be followed. | | | | | |
| 9 | To place an extension order to a purchase order within 6 months not exceeding once, provided prices have not fallen during the period and the total amount of purchase including amount of extension order does not exceed their powers of purchase. | Can approve extension orders to an extent of 25% of the original ordered quantity. | Can place extension order to an extent of 25% of the original ordered quantity. | Can place extension order to an extent of 25% of the original ordered quantity. | Can place extension order to an extent of 25% of the original ordered quantity. | - |
| 10 | Alteration of mode of transport. | Can approve alterationin the mode of transport (Rail/Lorry) depending upon the urgency & exigency of Company service with or without additional cost to Company. | - | - | - | - |
| 11 | Acceptance of excess supplies (applicable for conductor purchase only) | Can approve for acceptance of excess supplies upto 10% of the quantity in respect of the Purchase Orders placed by themselves and also by the company. | Can accept excess supplies upto 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 upto 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 upto 10% of the quantity in respect of the Purchase Orders placed by themselves provided the total cost is within their powers of purchase. | - |
| | **Acceptance of increase in prices:** | | | | | |

General Manager
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Corporate Office,
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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 12 | (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. | Full powers within the original delivery schedule. | - |
| | (b) In case of variations in Raw materials prices. | Full powers subject to IEEMA formulae or approved price variation clause in the P.O. | Full powers subject to IEEMA formulae or approved price variation clause in the P.O. | - | - | - |
| 13 | Condonation of delay/ levy of penalty/levy of penalty at reduced rates/ Waiver of penalty. | Guidelines as per B.O No. KEB/B5/3410/77-78 dated: 19-5-1981 (Annexure-1) adopted in CESC shall be followed | | | | |
| | **Stationery & Printing** | | | | | |
| 14 | Purchase of Stationery & Printing of forms, registers, annual financial statements, administration reports, accounts manuals regulations, civil lists, gradation lists. | FULL POWERS | 10,00,000/- p.a. | 5,00,000/- p.a. | 2,00,000/- p.a. | - |
| 15 | Purchase of Reference books Acts and Rules, Dictionaries, Topo sheets, Maps, Magazines (Technical/Finance) etc., | FULL POWERS | 10,000/- p.a. | 4,000/- p.a. | 2,000/- p.a. | 500/- p.a. |
| 16 | Purchase of furniture towards newly sanctioned staff / replacement. | FULL POWERS | FULL POWERS | FULL POWERS | 25,000 p.a. | - |
| 17 | (a) Photographs & Videographs. | FULL POWERS | 20,000/- p.a. | 10,000/- p.a. | 5,000/- p.a. | - |
| | (b) Purchase of wall calenders | FULL POWERS | 2,000/- p.a. | 2,000/- p.a. | 2,000/- p.a. | - |
| | (c) Purchase of Tyres & Tubes | FULL POWERS | 1,00,000/- p.a. | 50,000 p.a. | 25,000 p.a. | - |
| 18 | Purchase of Crockery etc. | FULL POWERS | 5,000/- p.a. | 2,000/- p.a. | 2,000/- p.a. | - |
| 19 | Purchase of Uniforms. | FULL POWERS | - | - | - | - |

General Manager
(Procurement)
Corporate Office,
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| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 20 | Payment of stitching charges for Uniforms and re-imbursement of cost of shoes and chappals. | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | - |
| 21 | (a) Condonation of delay in submission of bills for supplies/services.<br>Note: The bills shall be submitted within three months from the date supplies/completion of work/completion of services. | Full powers subject to law of limitation. | 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. | Full powers Upto a maximum of 90 days | - | - | - | - |
| | (c) Condonation of delay in execution of civil works/other works carried out by contractors. | Can condone delaay upto 12 months beyond the period prescribed in the tender. | - | - | - | - |
| 22 | Acceptance of Quantity varuation on the orders approved by the CPC/Board. | Can accept quantity variation of + or -1% of the total ordered quantity in respect of ACSR conductor & UG cables to account for indivdual drum tolerance as per ISS | - | - | - | - |

General Manager
(Procurement)
Corporate Office,
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**Manual of Delegation of Powers**

**B. Delegation of Authority in Respect of Revenue**

| SL No | Delegation of Powers in Respect of | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| | **Revenue** | | | | | |
| | **Withdrawal/refund of revenue /tax subject to pre-audit:** | | | | | |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 1 | a) Order passed by the Appellate Authority<br>b) In specific cases as per the directions of the Company for preparation of withdrawal statement.<br>c) All other cases except (a) & (b) **Note**: Existing withdrawal format may be made use of for withdrawal of revenue/Tax | - | - | - | Full powers subject to pre-audit. If the amount exceeds 1,00,000 approval of CGM(IA) shall be obtained | - |
| 2 | Write-off of irrecoverable arrears including Audit Short Claims. | Can write-off up to 10,000 subject to pre-audit. | Can write-off up to 5,000 subject to pre-audit. | Can write-off up to 3,000 subject to pre-audit. | Can write-off up to 2,000 subject to pre-audit. | - |
| 3 | (a) Recovery of Revenue Arrears including Audit Short Claims in instalments (in respect of permanent installations only). | FULL POWERS | Upto 2,00,000 for all installations. 50% to be paid before reconnection and the balance recoverable in maximum of three monthly installmets along with current bills and interest on arrears as per rules subject to confirmation of arrears by the Revenue Section. | Upto 1,00,000 for all installations. 50% to be paid before reconnection and the balance recoverable in maximum of three monthly installmets along with current bills and interest on arrears as per rules subject to confirmation of arrears by the Revenue Section. | Upto 50,000 for all installations. 50% to be paid before reconnection and the balance recoverable in maximum of three monthly installmets along with current bills and interest on arrears as per rules subject to confirmation of arrears by the Revenue Section. | Upto 10,000 for all installations. 50% to be paid before reconnection and the balance recoverable in maximum of three monthly installmets along with current bills and interest on arrears as per rules subject to confirmation of arrears by the Revenue Section. |
| | b) Recovery of 3MMD in installments. | FULL POWERS | 20 Lakhs and above in 3 installments | 5 Lakhs to 20 Lakhs in 3 installments | 50,000 to 5 Lakhs in 3 installments | Up to 50,000 in 3 installments |
| 4 | (a) Sanction of permanent and temporory power supply to industries and other consumers. | Full Powers duly obtaining concurrence from KPTCL | >10000 KVA duly obtaining concurrence from KPTCL | >7500 <10000 KVA duly obtaining concurrence from KPTCL | >100 <7500 KVA | < 100 KVA |
| | (b) Issuing of NOC for arranging power supply to M.S building and layouts | 2001 KVA and above | 1001 to 2000 KVA | Upto 1000 KVA | NIL | NIL |
| 5 | Reduction of contract demand/ sanctioned load. | -- | As per provisions of KERC- ES & D Code | | | |

(1,2,3)

Central Manager
(Accounts & Resource)
Corporate Office,

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 6 | Sanction to temporory power | - | Full powers | Upto 100 HP | Upto 67 HP | Upto 10 HP |
| 7 | Servicing of new insta!lations | - | -- | -- | All HT installations. | All LT Power, Lift Irrigation/ Temporory installations. |
| 8 | Filing suits for revenue arrears. | - | -- | -- | Can file suit against consumers who are in revenue arrears duly engaging legal advisers at schedule of rates | Can file suit against consumers who are in revenue arrears duly engaging legal advisers at schedule of rates |
| 9 | Signing of plaints and vakalaths. | Full powers | Full powers | Full powers | Full powers | Full powers |
| | | NOTE: Section officers can also sign plaints and Vakalaths | | | | |

**Delegation of Authority in Respect of Stores**

| SL No | Delegation of Powers in Respect of | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 1 | **Loss on Stores** | | | | | |
| | (a) Losses under Stock | Full powers subject to pre-audit | Can write-off losses in stock up to 2,000/- in each case. The total amount so written off not to exceed 50,000/- per annum subject to pre-audit. | Can write-off losses in stock up to 1,000/- in each case subjected to maximum of 20,000/- per annum subject to pre-audit. | - | - |
| | (b) Due to theft and other causes such as damage, accident, fire, transit, weather conditions etc., | Full powers subject to pre-audit | Can write-off to the extent of 5,000/- in each case subject to verification by the Internal Audit and after proper enquiry. | Can write-off to the extent of 3,000/- in each case of the divisional stores in their jurisdiction subject to verification by the Internal Audit and after proper enquiry. | - | - |
| | (a) Annual Store counting. | - | Can pass orders for accounting of Excesses and Shortages | Can pass orders for accounting of Excesses and Shortages | - | - |

General Manager (Tech)

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 2 | (b) Annual T&P materials counting. | - | Can pass orders for accounting of Excesses and Shortages | Can pass orders for accounting of Excesses and Shortages | - | - |
| | ( c) According approval for Scrapping of Store and T&P materials excluding vehicles. | - | - | Full Powers | Book value up to Rs. 1,000/- | - |
| 3 | (a) Hiring of materials tools and plants, machinery or any other article to Government Departments/ Local Bodies / Contractor / Power consumers etc., | FULL POWERS | Can authorize hiring of materials to Government Departments and Local Bodies subject to observance of rules as per KEB Accounts Manual Voll-II | Can authorize hiring of materials to Government Departments and Local Bodies subject to observance of rules as per KEB Accounts Manual Voll-II | Can authorize hiring of materials to Government Departments and Local Bodies subject to observance of rules as per KEB Accounts Manual Voll-II | - |
| | (b) Hiring of materials from Private parties such as DG Sets, Jacks, cranes & Compressors for Company's works in exigencies. | FULL POWERS | Up to 20,000/- | Up to 10,000/- | Up to 5,000/- | - |
| | ( c) Hiring of vehicles / Computers for office use. | FULL POWERS | - | - | - | - |
| 4 | Debiting of demurrage or wharfage charges to revenue expenditure. | FULL POWERS | Full powers when such charges are beyond the control of employees concerned. | 2,000/- at a time when such charges are beyond the control of employees concerned. | 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 of Divisional Stores to hand over charge: 4 weeks | Can grant time to Store Keepers of Divisional Stores to hand over charge: 3 weeks | Can grant time to Store Keepers of Divisional Stores to hand over charge: 2 weeks | - |
| 6 | Binding of Store Invoices and Recepit Vouchers. | - | - | - | FULL POWERS | - |

General Manager (Tech)
Corporate Office
CESC, Mysuru

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|

"C"

# DELEGATION OF POWERS IN RESPECT OF ESTABLISHMENT MATTERS

**Manual of Delegation of Powers**

**C . Delegation of Powers in Respect of ESTABLISHMENT MATTERS**

| SL No | Particulars | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| | **ESTABLISHMENT MATTERS** | | | | | |
| 1 | Appointments. | As per R & P regulations. | As per R & P regulations. | As per R & P regulations. | As per R & P regulations. | - |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 2 | Declaration of Probationary Period. | Declare as per provisions of R & P regulations. | Declare as per provisions of R & P regulations. | Declare as per provisions of R & P regulations. | 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. | 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. | As per R & P regulations. | - |
| 5 | Engaging of part time Sanitary Workers. | Can engage sanitary workers where full time sanitary workers are not sanctioned either for office or for colony on payment of Rs.500/- per month. | Can engage sanitary workers where full time sanitary workers are not sanctioned either for office or for colony on payment of Rs.500/- per month. | Can engage sanitary workers where full time sanitary workers are not sanctioned either for office or for colony on payment of Rs.500/- per month. | Can engage sanitary workers where full time sanitary workers are not sanctioned either for office or for colony on payment of Rs.500/- per month. | - |
| 6 | Transfer of Employees. | FULL POWERS | 1) Zonal CEEs can effect inter circle transfer of employees of the rank of JEs/Senior Assistants & below within their jurisdiction. | All subordinate staff of the rank of Jes & equivalent and below in their jurisdiction. | All subordinate staff of the rank of Jes & equivalent and below in their jurisdiction. | - |
| | | | 2) Can effect transfer of Aes and below. | | | |
| 7 | Sanction of Leave | | | | | |
| | i)Casual Leave | FULL POWERS | 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 themselves under intimation to next higher authority & all employees working under them. | Can sanction to all employees working under them. |
| | ii) Other Kinds of Leave. | | | | | |
| | a) Group A & B Officer | FULL POWERS | Can sanction all kinds of leave except study leave for officers working under them except SEEs, EEEs & equivalent cadres. | Can sanction all kinds of leave except study leave for officers working under them except EEEs & equivalent cadres. | Can sanction all kinds of leave except study leave for officers working under them except AEEEs & equivalent cadres. | - |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| | b) Group C & D Employees | FULL POWERS | 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 | FULL POWERS | Can sanction leave to group A & B officers/Emloyees in their jurisdiction whenever admissible upto 12 months with extra cost. | Can sanction to divisional cadre emloyees upto 3 months with or without extra cost. Further period upto 12 months can be sanctioned by CEEs. | - | - |
| | d) Maternity Leave/Paternity Leave/Special Casual Leave | FULL POWERS | Can sanction as per regulations. | Can sanction as per regulations. | Can sanction as per regulations. | - |
| 8 | Shifting the post of Group-D emloyees under intimation to corporate office. | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | - |
| 9 | Sanction of Conveyance Allowance. | FULL POWERS | Can sanction subject to provision of allowance to the post. | Can sanction subject to provision of allowance to the post. | Can sanction subject to provision of allowance to the post. | - |
| 10 | T.A. Bills: | | | | | |
| | a) Counter signature. NOTE: TA bills of SEEs and equivalent & above do not require counter-signature. | - | Can counter sign bills of all subordinate staff. | Can counter sign bills of all subordinate staff. | Can counter sign bills of all subordinate staff. | - |
| | b) Condonation of delay including LTC / HTC | FULL POWERS | FULL POWERS | Can condone delay upto 3 months. | - | - |
| 11 | **Advances** | | | | | |
| | i) Advance of Pay, TA & Transfer grants. | FULL POWERS | Can sanction to all employees working under them | Can sanction to all employees working under them | Can sanction to all employees working under them | - |
| | | FULL POWERS | 1) TA for journey on tour up to admissibility. | 1) TA for journey on tour up to admissibility. | 1) TA for journey on tour up to admissibility. | - |
| | | FULL POWERS | 2) One Month pay & admissible TA on transfer. | 2) One Month pay & admissible TA on transfer. | 2) One Month pay & admissible TA on transfer. | - |
| | ii) Sanction of festival advance. | FULL POWERS | 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 | - |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 12 | Increments. | Full Powers except Group A officers | Can sanction for all employees working under them except Group A officers. | Can sanction for all employees working under them except Group A officers. | Can sanction for all employees working under them except Group A officers. | - |
| | NOTE: i) Respective pay drawing officers shall issue pay slips to all group-B officers.<br>ii) G.M (A&HRD), CESC, Mysore shall issue pay slips to all group-A Officers. | | | | | |
| 13 | Imprest | | | | | |
| | a) Permissible Holding limit. | Corporate office can hold imprest upto 25,000/- | 10,000/- | 10,000/- | 10,000/- | 5,000/- |
| | NOTE: Section officers of accounting section only are permitted to hold imprest amount of Rs. 2,000/- | | | | | |
| | b) Sanction of imprest. | FULL POWERS | Can sanction to Zones, Circles and Divisions. | Can sanction to Sub-Divisions and accounting sections. | - | - |
| | c) Payment out of imprest | FULL POWERS | 1,000/- (Limit does not apply to payment such as advance of pay and T.A, Telephone & Trunk call charges, Railway, Freight, Vehicle taxes & premium, inspection fees etc.,) | 1,000/- (Limit does not apply to payment such as advance of pay and T.A, Telephone & Trunk call charges, Railway, Freight, Vehicle taxes & premium, inspection fees etc.,) | 1,000/- (Limit does not apply to payment such as advance of pay and T.A, Telephone & Trunk call charges, Railway, Freight, Vehicle taxes & premium, inspection fees etc.,) | 500/- (Limit does not apply to payment such as advance of pay and T.A, Telephone & Trunk call charges, Railway, Freight, Vehicle taxes & premium, inspection fees etc.,) |
| 14 | Refund of Unpaid wages credited to miscellaneous Revenue | Full Powers subject to pre-audit. | Full Powers subject to pre-audit. | Full Powers subject to pre-audit. | Full Powers subject to pre-audit. | - |
| 15 | Refund of other amounts credited to miscellaneous Revenue | Full Powers subject to pre-audit. | Full Powers subject to pre-audit. | Full Powers subject to pre-audit. | Full Powers subject to pre-audit. | - |
| 16 | Writing off irrecoverable advance to staff | Full Powers subject to pre-audit. | Upto 1,000/- subject to pre-audit. | Upto 500/- subject to pre-audit. | Upto 300/- subject to pre-audit. | - |
| 17 | Acceptance of Change of Name of Employees. | 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. | 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. | | | | |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 20 | Ex-gratia payment to Employee. | Can sanction Funeral expenses and cost of wreath at rates approved by the Board from time to time. | | | | |
| 21 | Accident grants to all employees who sustain serious injuries in the course of employment requiring hospitalisation. | Can sanction as per prevailing norms **(Annexure-2)** | | | | |
| 22 | Approval of Journey | FULL POWERS | For thei subordinates foe all journeys within the state. | For thei subordinates foe all journeys within the Circle. | For thei subordinates foe all journeys within the Division. | - |
| 23 | Approval of journey outside the State for inspection of materials. | FULL POWERS | - | - | - | - |
| 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. | As per provision under workmen Compensation Act. | - | - |
| | b) Non Departmental. | FULL POWERS | As per **Annexure-3** | | - | - |
| | c) Compensation for tree cutting | FULL POWERS | 25,000/- | 10,000/- | 4,000/- | - |
| | | Note: Subject to production of Certificate regarding type of tree and its value. | | | | |
| | e) Solatium to Owners of animals that die of electrocution. | FULL POWERS | As per **Annexure-4** | | - | - |
| 26 | Sanction of Charge Allowance. | FULL POWERS | Can sanction for all AEEs and below upto 12 months | Can sanction for all Aes/AAO and below upto 12 months | Can sanction for all others working under him upto 12 months | - |
| | | Note: FA can sanction charge allowance to Accounts Officers/AAOs | | | | |
| 27 | Deputation of employees to Govt./Other Institutions/ Organisation | FULL POWERS | - | - | - | - |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 28 | Transfer/Retention/ Suspension of lien on posts. | FULL POWERS | Shall be vested with respective Appointing authorities. | | | |
| 29 | Recognition of Rural Revenue collection centres. | - | - | - | FULL POWERS | - |
| 30 | Deputation of employees for Rural Revenue collection centres. | FULL POWERS | Full powers within their jurisdiction | Full powers within their jurisdiction | Full powers within their jurisdiction | Within jurisdiction of his O & M Sub-Dvn only. |
| | | Note: S.Os. Can also depute employees to recognised revenue collection centres. | | | | |
| 31 | Retention of quarters beyond the stipulated period in case of - | | | | | |
| | a) Transferred employee | FULL POWERS | - | - | - | - |
| | b) Deceased employee | FULL POWERS | Full powers till the end of the academic year | Full powers till the end of the academic year | Full powers till the end of the academic year | - |
| 32 | Reinstate of Suspended employee | FULL POWERS | - | - | - | - |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|

# "D"

# DELEGATION OF POWERS IN RESPECT OF MISCELLANEOUS EXPENDITURE

**Manual of Delegation of Powers**

**D. Delegation of Powers in Respect of Miscellaneous Expenditure**

| SL No | Particulars | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| | **Miscellaneous Expenditure** | | | | | |
| 1 | Engaging post boxes and payment of renewal fees | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS |
| 2 | Shifting of Telephones. | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | - |
| 3 | **Advertisement in News papers in the following cases.** | | | | | |
| | i) Recalling for duty/ termination/dismissal matters. | FULL POWERS | In approved news papers at ruling rates from time to time | In approved news papers at ruling rates from time to time | In approved news papers at ruling rates from time to time | - |
| | ii) Revenue matters. | FULL POWERS | In local news papers at ruling tariffs whenever information to be disseminated locally | In local news papers at ruling tariffs whenever information to be disseminated locally | In local news papers at ruling tariffs whenever information to be disseminated locally | - |
| | iii) Notices /Warnings pertaining to unauthorized tapping power. | | | | | |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 4 | P&T Telephone. | Full powers including mobile phones | Zonal CEEs can sanction a) P&T Tele-phone with STD facility on OYT basis to the offices/ Residences of EEEs of O&M Divisions. b) P&T Tele-phone without STD facility on non-OYT basis to the offices of the AEEs. O&M Subdivisions Accounting/ Non-Accounting Sections/ All manned stations. | Can have P&T Tele-phone with STD facility to both their office and residence | - | - |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 5 | (a) Payment of inspection fees, Octroi, Tax, Railways, and other statutory charges. | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | - |
| | (b) Payment of application fee for Import License. | FULL POWERS | - | - | - | - |
| 6 | Missing Vouchers | Full powers to accept certificates of payments in lieu of missing vouchers subject to pre-audit. | Full powers to accept certificates of payments in lieu of missing vouchers subject to pre-audit. | Full powers to accept certificates of payments in lieu of missing vouchers subject to pre-audit. | Full powers to accept certificates of payments in lieu of missing vouchers subject to pre-audit. | - |
| 7 | Acceptance of duplicate bills in case of original bills lost | Full powers subject to pre-audit. | - | - | - | - |
| 8 | Lease of land at Railway Yard | FULL POWERS | Can sanction charges upto 1,000/- per month and for a period not exceeding 2 years in each case at usual rates to avoid demurrage | - | - | - |
| 9 | Engaging Private Buildings on rent/lease basis for office accommodation. | FULL POWERS | Can engage private building for stores and office upto Rs.10,000/- per month at Mysore and Hassan and Rs.5,000/- p.m at other places under intimation to Corporate Office. The rent may be assessed by the EE(Civil) | Can engage private building for stores and office upto Rs.5,000/- p.munder intimation to Corporate Office. The rent may be assessed by the EE(Civil) | Can engage private building for stores and office upto Rs.1,000/- p.munder intimation to Corporate Office. The rent may be assessed by the EE(Civil) | - |
| 10 | **Tea and Refreshments** | | | | | |
| | i) Official meeting | FULL POWERS | Can incur upto Rs.150 per member present | Can incur upto Rs.125 per member present | Can incur upto Rs.100 per member present | Can incur upto Rs.80 per member present |
| | ii) VIPs visiting the offices. | FULL POWERS | As per rates prescribed by the Company from time to time (Annexure-V) | As per rates prescribed by the Company from time to time (Annexure-V) | As per rates prescribed by the Company from time to time (Annexure-V) | - |
| 11 | Rent for Power Lines Crossing Railway Lines | FULL POWERS | FULL POWERS | FULL POWERS | FULL POWERS | - |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 12 | Payment to Railways | FULL POWERS | 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. | - |
| 13 | Destruction of time barred records | Full powers in accordance with the Corporate Orders issued from time to time/ as per Appendix-6 of KEB Audit manual Volume-4 | Full powers in accordance with the Corporate Orders issued from time to time/ as per Appendix-6 of KEB Audit manual Volume-4 | Full powers in accordance with the Corporate Orders issued from time to time/ as per Appendix-6 of KEB Audit manual Volume-4 | Full powers in accordance with the Corporate Orders issued from time to time/ as per Appendix-6 of KEB Audit manual Volume-4 | - |
| 14 | Maintenance of Guest House | FULL POWERS | - | i) Can incur an expenditure of Rs.100/- p.m per room for routine maintenance.<br>ii) Can incur recurring expenditure of Rs.2,000/- per year for replacement of linen, curtains, bed-sheets etc per guest house. | i) Can incur an expenditure of Rs.100/- p.m per room for routine maintenance.<br>ii) Can incur recurring expenditure of Rs.2,000/- per year for replacement of linen, curtains, bed-sheets etc per guest house. | - |
| 15 | Contingencies | FULL POWERS | Can purchase up to 540 per month | Can purchase up to 540 per month | Can purchase up to 540 per month | Can purchase up to 270 per month |
| | | NOTE: Section officers can also incur Rs.100 per month towards purchase of contingencies. | | | | |
| 16 | Spot engagement of labourer for restoration of power supply during emergency for handling of transformer and store equipments/ materials etc., | FULL POWERS | - | - | Not exceeding Rs. 5,000/- duly reporting to the next higher authority by drawing amount under proforma bill and regularized with estimate. | Not exceeding Rs. 2,000/- duly reporting to the next higher authority by drawing amount under proforma bill and regularized with estimate. |

| | | MD | CEE | SEE | EEE | AEEE |
|---|---|---|---|---|---|---|
| 17 | Shifting of Revenue unit | FULL POWERS | - | - | - | - |
| 18 | Depositing of advance with Local bodies/ Corporation or Governments (State & Central) for carrying CESC's works. | FULL POWERS | 50,000/- | - | - | - |
| 19 | Issuing NOC to run Generating Sets by private parties | FULL POWERS | - | - | EEs of O&M Divisions may issue NOC to industries for installation of DG sets which do not require synchronisation with the ESCOMs Grid, after obtaining Field Report and subject to clearance of ESCOMs dues/ arrears, if any, by the industry. | - |
| 20 | Annual maintainance contract for computers, duplicators & copiers. | FULL POWERS | - | - | - | - |
| 21 | To sub-deligate any of the power, authority / discretion. | Full power in respect of powers vested in. | - | - | - | - |
| 22 | To contribute/ subscribe to technical/ professional institutions relevant to the activities of the company. | Full power as per the Companeis Act 1956. | - | - | - | - |
| 23 | To invite/ consult experts/ technicians/ professionals in the matters connected to the activities of the company and sanction expenses thereon. | FULL POWERS | - | - | - | - |

**CONCORDANCE OF POWERS**

The following Officers shall exercise the powers in their respective areas of work on par with the Officer noted herein.

| | | |
|---|---|---|
| 1. Chief Financial Officer | : | Chief Engineer [Elec] |
| 2. (a) Controllers<br>(b) Superintendent of Police (Vigilance) | : | Superintending Engineer [Elec] |
| 3. Deputy Controllers of Accounts | : | Executive Engineer [Elec] |

# APPENDIX - II

**POWERS AND DUTIES OF ACCOUNTS OFFICERS OF THE DIVISIONS**

[1] The Accounts Officers will be in the immediate charge of the Division Office and exercise control over the work of the staff under them.

[2] The Accounts Officer is responsible for the efficient administration of the office and functioning of all the Sections under his control

[3] The Division office consists of 4 Sections:

(a) Establishment Section

(b) Accounts Section

(c) Current Section

(d) Records Section

The distribution of the staff among the various Sections will be at the discretion of the Accounts Office Establishment/Accounts Section will be in charge of an Asst. Accounts Officer who will be efficient and quick dispatch of work of his section.

[4] The Accounts Officer will inspect the general condition of each of these Sections every week.

[5] The main functions of the Accounts Officer are as follows:

(a) Financial Adviser to the Executive Engineer

(b) Accounting, Drawing and Disbursing Officer of the Division

(c) Officer in charge of Internal check of financial transactions.

(d) Compiler of Accounts.

[6] The Accounts Officer while being under the administrative control of the Executive Engineer, render Accounts to the Financial Advisor. Any difference of opinion with the Executive Engineer will be reported to the FA / Controller of Accounts/ Dy. Controller of Accounts.

[7] He will have full administrative control over the Division Office and other Accounts, Revenue and Collection, Staff of the Division viz., Asst. Accounts Officer / Senior Assistants etc., and should secure efficient supervision over them subject to such orders and limitation as imposed by the Executive Engineer. He shall further see that the field staff entrusted with custody of money or stores or other values, maintain and render correct accounts on reliable data for eventual incorporation in the books.

[8] He can sanction leave to all ministerial staff under his control in his office. He can sanction their increments also. His casual leave will be sanctioned by the Executive Engineer.

[9] He will be competent authority for issuing show-cause notice in respect of ministerial staff working under him and can also initiate Disciplinary Proceedings.

[10] The Accounts Officer is authorized to correspond direct in all accounts and revenue matte

[11] To ensure financial sound administration of organization, the following test checks may be conducted by the Accounts Officer in respect of facts which are incorporated in the Accounts Books and which form the basis for proper expenditure and revenue. The checks will include among other items:

(a)Test check of meter readings.

(b) Surprise check of cash collections in outside stations and isolated areas.

(c) Test check of labour payments and time rolls of the outstations, Inspection of Imprest Cash, Inspection of Stores, such checks will preserve the morale influence and strength of the Organization as a whole.

(d) He shall also visit any office / store from which accounts are not received on the due dates and to make special efforts in the matter.

(e) He shall also inspect works in connection with proper usage of materials drawn against specific work order

[12] The Accounts Officer should present through the Executive Engineer a clear analysis of the financial position as a whole, so that the management may take proper action to remedy any weakness in the field organization.

[13] The Accounts Officer will be responsible for the efficient working of the various sections of the Division and Offices comprising, Cash, Stores, Revenue, Establishments, Costing, Stores and Works Bills and Establishment and T.A. Payments. He will co-ordinate with the work of various sections and will satisfy himself with all the Accounts, Records, Ledgers are maintained up-to-date, that the Stores Ledgers are correctly maintained and the revenue assessment and realization are properly watched in time. He shall report on all the outstanding and important matters to the Executive Engineer.

[14] It will be his duty to report all excess over the estimates, deviations from the Rules, and assist in taking steps to regularize them. He shall see that the audit requirements are met in the maintenance of accounts.

[15] It will be his duty to satisfy himself that the Rules as regards works, stock and accounts are strictly observed and brought to the notice of the Superior Office

[16] He will be responsible for the correctness of the original records of cash and stores, receipts and expenditure and for submission of complete vouchers from the information supplied by the field staff.

[17] He shall review the ledgers and registers periodically and satisfy himself that they are maintained neatly and up to date.

[18] He shall be responsible for the Punctual rendering of the Accounts of the Division as required by the Financial Adviser. He should see that the Accounts of the Division are not allowed to fall into area

[19] He can waive Audit Objection to the extent of RS.100/- (Rupees One hundred only).

[20] He shall scrutinize estimates before furnishing budget certificate.

[21] (a) The Accounts Officer will draw the pay bill of the entire staff of the Division and will be responsible for the maintenance of service books, leave accounts, etc. He should see that the sanctioned scales are not exceeded without proper authority.

(b) All T.A. Bills will be checked and passed by him provided they are countersigned by the Controlling Office

(c) All other bills will be checked in the Division office and paid by him. The checks shall be with reference to the usual rules, as of check measurements, agreement, local purchase orders, sanctioned estimates etc.

(d) If it is not possible for him to pass any bill, due to want of higher sanction or any discrepancy, etc., he will refer such bills to the Executive Engineer who will arrange for supplying the omissions.

[22] The Accounts Officer is responsible for furnishing to Executive Engineer all points involving technical interpretations, difficulties in the application of tariffs, etc.

[23] The responsibility of check of receipts in the Section lies entirely with the Section Office But a test check of the receipts is also to be conducted by the Accounts Officer.

[24] The Accounts Officer is responsible to see that all bills received by him are passed and payment arranged as per guidelines .

[25] The Accounts Officer will work under the Administrative control of the Executive Engineer and inform him while proceeding out of Head Quarters or when availing casual or other leave.

[26] The Accounts Officer is authorized to sign cheques jointly with the Asst. Accounts Officer as per guidelines and limits issued / prescribed by the Company from time to time

[27] The Accounts Officer is responsible to see that the staff are available in their seats during office hours, that the lunch hour is utilized as per prescribed hours, to ensure this they will visit the Section at least once in a day and ensure that all the members of the staff are attending to their duties.

[28] The Accounts Officer is authorized to open letters of credits on approved Banks subject to any general instructions issued by the Financial Adviser in this behalf.

NOTE: The Deputy Controller of Accounts of the Circles shall also exercise the above powers.

# APPENDIX - III

## GUIDELINES TO PURCHASING AUTHORITIES

Purchasing Authorities shall follow the prescribed procedure for purchases.

Some Important Principles are given below for the guidelines of 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 of 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 Order.

9] For purpose of purchases of materials / equipment's etc. by different purchasing authorities, the materials / equipment's etc. are classified into two groups as indicated in the overleaf.

(a) Materials / Equipment's etc., listed in Group-1 are centralized items of purchase which will be procured and supplied by GM (Procurement)

(b) Zonal Chief Engineers and Circle Superintending Engineers and Executive Engineers of O & M Divisions/CSC are to purchase Materials / Equipment's etc. listed in Group-II. In case of Emergency / Urgency they can purchase Materials / Equipment's listed in Group-I to the extent of actual requirement with the concurrence of the Corporate Office.

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# Group – I
# Centralized Items of Purchase

| Sl. No. | Name of the Material |
|---|---|
| 1 | Towers – All types of Tower, Tower parts |
| 2 | Poles – PCC / RCC Poles |
| 3 | Conductor – All classes |
| 4 | Conductor Hardware and Accessories |
| 5 | Underground cables |
| 6 | Control and Relay Panels |
| 7 | PVC Sheathed and Insulated Aluminium Wire(For replacement deteriorated cables) |
| 8 | All class – Distribution Transformers |
| 9 | All class – Power Transformers |
| 10 | All class – Potential Transformers |

| Sl. No. | Name of the Material |
|---|---|
| 11 | All class – Current Transformers |
| 12 | All class – Insulators and Insulator Accessories |
| 13 | All type of Lightning Arrestors |
| 14 | All types of Group Operated Switches |
| 15 | Vacuum Circuit Breakers, O.C.Bs |
| 16 | Air Blast Circuit Breakers and SF-6 Circuit Breakers |
| 17 | Transformer Distribution boxes and feeder pillar boxes |
| 18 | Pole Mounting Distribution boxes |
| 19 | Auto Reclosing Circuit Breakers |
| 20 | Switch Gear |

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# Group – I
# Centralized Items of Purchase

| Sl. No. | Name of the Material |
|---|---|
| 21 | Power Capacitors |
| 22 | Energy Meters |
| 23 | Metering cubicles |
| 24 | Switch Board Instruments |
| 25 | Portable Instruments |
| 26 | VHF Equipment's |
| 27 | Telephones and Allied Equipment |
| 28 | Telemetering Equipment |
| 29 | All types of ground wire |

| Sl. No. | Name of the Material |
|---|---|
| 31 | Guy wire |
| 32 | Barbed wire |
| 33 | Transformer oil |
| 34 | Any other related equipment consequential to technology advancement needed for upkeep of distribution system |
| 35 | Vehicles |
| 36 | Laboratory Equipment |
| 37 | NCR Machines / Cash Registers |
| 38 | Typewriters / Duplicators / Copiers / Xerox Machines / Computers / Printers / Servers |
| 39 | Cloth for uniforms |

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# Group – I
# Centralized Items of Purchase

| Sl. No. | Name of the Material |
|---|---|
| 30 | G.I. Wire |
| 41 | Stationery items (Except Revenue Receipts) |
| 42 | Ring Main Units |
| 43 | L. T. Wiring kit for 25/ 63/ 100/ 250 KVA Distributions transformers (For regular maintenance only) |
| 44 | L. T. protection kit for 25/ 63 KVA Distributions transformers (For regular maintenance only) |
| 45 | L. T. Distribution Box for 100/ 250 KVA Distributions transformers (For regular maintenance only) |

| Sl. No. | Name of the Material |
|---|---|
| 40 | Paint – Aluminium paint |
| 41 | Stationery items |
| 42 | Ring Main Units |

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# Group – II
# Zones, Circles and Divisions

| Sl. No. | Name of the Material |
|---|---|
| 1 | PVC Rigid Conduit Pipes |
| 2 | L.T. Insulated Wires for Service Connections |
| 3 | Crimping Tools |
| 4 | Cross Arms / Pole Clamps |
| 5 | Safety Belts / Rubber Gloves / Gum Boots |
| 6 | L.T. Fuse Cutouts |
| 7 | Cable Accessories (UGC) |
| 8 | Bolts and Nuts |
| 9 | Stationery items |
| 10 | Danger Boards |

| Sl. No. | Name of the Material |
|---|---|
| 11 | T & P Articles |
| 12 | Flexible PVC Pipes |
| 13 | Sealable Cutouts |
| 14 | Aluminium Sleeves |
| 15 | Bitumin Compound |
| 16 | Furniture |
| 17 | P.G. Clamp and Bi-metallic clamps |
| 18 | HRC Fuses |
| 19 | Cambric Tapes - I |
| 20 | Soldering Sockets (Solderless Sockets) |

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# Group – II
# Zones, Circles and Divisions

| Sl. No. | Name of the Material |
|---|---|
| 21 | Meter Terminal Pins |
| 22 | Proprietary spares |
| 23 | Street Light fittings |
| 24 | G.I. Knobs |
| 25 | Tyres and Tubes |
| 26 | Twisting wrenches |
| 27 | Lighting fittings |
| 28 | Clocks and Time pieces |
| 29 | Paints Grey Enamel |
| | (a) Anti corrosive |
| | (b) Red Oxide |
| 30 | Fans |

| Sl. No. | Name of the Material |
|---|---|
| 31 | Fire Extinguishers – All types |
| 32 | Pilfer proof box |
| 33 | Fuse wires of various capacities |
| 34 | Alcap Solder and Soldering Flux |
| 35 | NCR Machine Ink |
| 36 | Petrol / Diesel |
| 37 | Engine Oil / Mobile Oil / Kerosene Oil |
| 38 | Grease / Petroleum jelly |
| 39 | NCR / Facit Machine Rolls / Register cards |
| 40 | Aluminium Binding Wires |

General Manager (Procurement) Corporate Office, CESC, Mysuru

# Group – II
# Zones, Circles and Divisions

| Sl. No. | Name of the Material |
|---|---|
| 41 | Painting Brushes |
| 42 | Binding wire |
| 43 | Aerial Boards |
| 44 | Washers of all sizes |
| 45 | Filter Papers (for Sparklet Filters) |
| 46 | Charcoal |
| 47 | Salt |
| 48 | Cells for Hand Torch / Telephones |
| 49 | Holders for SC / BC Lamps |
| 50 | Indicating Lamps (for panels) |

| Sl. No. | Name of the Material |
|---|---|
| 51 | Cotton Waste |
| 52 | Aluminium Tape |
| 53 | Hacksaw Blades |
| 54 | Emery Paper / Sand Paper |
| 55 | Distilled water |
| 56 | Street Light Boxes |
| 57 | Rubber Bucket Washers for Hydraulic Compressors |
| 58 | Re-fills for fire extinguishers |
| 59 | Soap / Vim / Phenyl |
| 60 | Brooms |

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# Group – II
# Zones, Circles and Divisions

| Sl. No. | Name of the Material |
|---|---|
| 61 | Chokers / Starters for Fluorescent tubes |
| 62 | Araldite |
| 63 | Insulation Tape |
| 64 | Hitech wedges for Distribution Transformers & Lines |
| 65 | Hitech Lines spacers for Distribution Lines |
| 66 | D.O.L.O. Cutouts |
| 67 | H.G. Fuse Units |
| 68 | G.I. Pipes |
| 69 | D.P. Structure |
| 70 | Consumable for Computers/ Xerox/ Printer/ Fax/ etc. |

| Sl. No. | Name of the Material |
|---|---|

NOTE :

The Executive Engineer (Elecl), O & M Divisions are authorized to purchase single phase& three phase meters from authorized outlets of CESC to replace MNR / DC Energy Meters for revenue yielding categories of installations of LT-2, 3 and Single Phase LT-5 installations.

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# Group – II
# Zones, Circles and Divisions

| Sl. No. | Name of the Material |
|---|---|

| Sl. No. | Name of the Material |
|---|---|

The Executive Engineer, Elecl., O & M Divisions are empowered to purchase the above listed items in the Group-II except the following

| Sl. No. | Name of the Material |
|---|---|
| 1 | Cross Arms / Pole Clamps |
| 2 | Furniture |
| 3 | Street Light Fittings |
| 4 | Twisting wrenches |

| Sl. No. | Name of the Material |
|---|---|
| 5 | D.O.L.O. Cutouts |
| 6 | H.G. Fuse Units |
| 7 | T.C. Sets / D.P. Structures / 3 Pole Structures |
| 8 | L.T. Protection Kits |

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# 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. This procedure is applicable for both procurement and turnkey tenders and should be followed strictly.

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# A N N E X U R E - 1

## GUIDELINES FOR CONDONATION OF DELAY AND LEVY OF PENALTY.

1 The same guidelines 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 table below:

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 Company, such as delay in approval of drawings, conveying approval for test certificates, inspection, indicating frequencies, proto-type tests, design approval *etc*., and the net delay worked out.

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 Department 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 officers concerned shall satisfy themselves regarding 'no inconvenience / loss being caused to the Company on account of delay' and place the same on record in specific terms before applying the reduced penalty as per the above guidelines.

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# 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 and 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 SEEs/ CEEs | 35% of maximum penalty | 40% | 45% | 50% | To be referred the Company |
| Full supply made but 50% to 75% delivery made after a delay of | Condonation of delay and levy of penalty to be decided by SEEs / CEEs | 30% | 35% | 40% | 45% | -- |
| Full supply made but 25% to 50% delivery made after a delay of | Condonation of delay and levy of penalty to be decided by SEEs / CEEs | 25% | 30% | 35% | 40% | -- |
| Full supply made but 0% to 25% delivery made after a delay of | Condonation of delay and levy of penalty to be decided by SEEs / CEEs | 20% | 25% | 30% | 35% | -- |

# SUPPLIES PART DELAYED / PART NOT DELIVERED

| | Particulars | 3 Months (A) | 6 Months (B) | 9 Months (C) | More than 1 year (D) |
|---|---|---|---|---|---|
| 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% | - |

# PART DELIVERY IN TIME / PART NOT SUPPLIED

| | |
|---|---|
| 1) 0 to 25% delivered in time and rest not supplied | 50% of maximum penalty liveable |
| 2) 25% to 50% delivered in time and rest not supplied | 40% of maximum penalty liveable |
| 3) 50% to 75% delivered in time and rest not supplied | 25% of maximum penalty liveable |
| 4) 75% to 99% delivered in time and rest not supplied | Token Penalty |

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## ACCIDENT GRANT :

: **(Board Order No. KEB/B16/2651/94-95, dated 26-04-1994 w.e.f. 01-04-1993 – adopted)**

**(a)** (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 shall be met by the Board.

**(b)** Accident grant to such hospitalized workman shall be paid as follows:

Injury Leave, Special Disability Leave with full pay and allowances shall be sanctioned to the injured workman for the entire period of his hospitalization and treatment.

## PAYMENT OF EX-GRATIA FOR FUNERAL EXPENSES:

**As Existing** When a workman dies while in service, the dependents of the deceased shall be paid 2000/- (Rupees Two thousand only) as funeral expenses. 100/- (Rupees One hundred only) shall be sanctioned separately for placing a wreath on dead body

**To be Amended** **As per the Orders/ Circulars issued by the KPTCL/ CESC time to Time**

# PART-I

## 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 arms)

| Sl. No. | Details | Percentage |
|---|---|---|
| 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 olecra | 70 |
| 4 | Loss of hand or of the thumb and four fingers of one hand or amputation from 4.5" below tip of elecranon | 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 |

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## Amputation cases – Lower limbs

| Sl. No. | Details | Percentage |
|---|---|---|
| 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 phalageal joint | 20 |
| 16 | Amputation tip | 90 |
| 17 | Amputation below hip with stump not exceeding 5" in length measure from tip of great trenchanter | 80 |
| 18 | Amputation below hip with stump exceeding 5" in length measure 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 disfigurement of one eye ball, the other being normal | 30 |
| **A – Finger of right or left hand Index Finger** | | |
| 27 | Whole | 14 |
| 28 | Two phalanges | 11 |
| 29 | One Phalange | 9 |
| 30 | Guillotine amputation of tip without loss of bone | 5* |

***Corrigendum No. KEB/B7/2476/95-96, dated 25-01-1996**

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| | | |
|---|---|---|
| **Middle Finger** | | |
| 31 | Whole | 12 |
| 32 | Two phalanges | 9 |
| 33 | One Phalange | 7 |
| 34 | Guillotine amputation of tip without loss of bone | 4 |
| **Ring or Little Finger** | | |
| 35 | Whole | 7 |
| 36 | Two phalanges | 6 |
| 37 | One Phalange | 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 |
| **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.

General Manager (Tech)
Corporate Office
CESC, Mysuru

# Annexure-III

**As per the CESC orders from time to time**

KPTCL ORDER No: KPTCL/B7/2476/95-96 Vol 1 Bengaluru, Dated: 09.11.2017

General Manager (Tech)
Corporate Office
CESC, Mysuru

# PROCEEDINGS OF THE KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

**Subject:** Enhancement of Compensation payable in case of Fatal/Non-fatal Electrical Accidents to Non-departmental persons and payment of Solatium to owners of animals that die of electrocution.

**Read:**
1. Order No.KEB/B7/ASB/89-90 dated: 20.11.1991.
2. Orders No. KPTCL/B7/2476/95-96 dated:25.01.1996 and 20.07.2001 and Corrigendum dated: 06.01.1997.
3. Corporate office order dated: 05.11.2013.
4. Discussions held during the review meeting on 04.07.2017, under the Chairmanship of Hon'ble Minister for Energy, about the need for enhancement of compensation.
5. Discussions during the MMR meeting held on 07.08.2017.
6. Board Resolution No.106/11 dated: 06.09.2017.

**Preamble** : The rates of Solatium payable to Human-life in case of fatal and ex-gratia in case of disablements caused due to Non-fatal electrical accidents, in respect of Non-Departmental persons, and also ex-gratia in cases of animals, needed to be revised, keeping in view of the cost of living. Solatium rates, to owners of animals that die of electrocution, also needed to be revised, since the rates fixed was long back. The subject was discussed during the Review meeting held on 04.07.2017, chaired by Hon'ble Minister for Energy. In the background of the procedure laid down by KERC in the "Consumer guide to claim Solatium in Electrical Accidents", it was envisaged to have an uniform policy for payment of compensation in both KPTCL & ESCOMs. Since, it was felt that the compensation presently being paid, does not commensurate with the Cost of living, the rates of compensation were revised, as under, to be effective from the date of MMR meeting, i.e; 07th Aug 2017. The said issue was placed before the KPTCL Board of Directors meeting, on 6th September 2017, for a decision. As such, it was resolved to revise the rates proposed vide Resolution No.106/11 dated:06.09.2017.Hence this order.

**ORDER No:KPTCL/B7/2476/95-96 Vol 1 Bengaluru, Dated: 09.11.2017**

In Supersession to all previous orders in the matter of payment of Compensation/Ex-gratia payable in case of Fatal/Non-fatal Electrical Accidents to Non-departmental persons and payment of Solatium to owners of animals that die of electrocution, approval is accorded for payment of the revised compensation, as shown against each item, in the table below:

| Sl. No | Type of Accident | Revised Compensation Payable |
|---|---|---|
| 1 | Fatal - Human | Compensation payable for loss of human life - ₹5.00 Lakhs(Rupees FIVE Lakhs) per person |
| 2 | Fatal – Animal | Compensation payable for loss of animal life – not to exceed ₹50,000/-(Rupees FIFTY Thousand) per Animal (subject to determination of the reasonable Compensation payable for such animal by the competent authorities) |
| 3 | Permanent Total Disablement | If an injury to a Human being caused resulted in a Permanent Total Disablement, the Compensation payable- ₹5.00 Lakhs(Rupees FIVE Lakhs) per Person |

General Manager (Tech)
Corporate Office
CESC, Mysuru

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| | | |
|---|---|---|
| 4 | Permanent Partial Disablement | If an injury to a Human being caused resulted in a Permanent Partial Disablement, the Compensation payable – Equal to the same percentage of Disablement, out of a Maximum Amount of ₹5.00 Lakhs(Rupees FIVE Lakhs), subject to a Minimum of ₹1.00 Lakh(Rupees ONE Lakh) |
| 5 | Grievous Hurt | If an injury to a Human being caused resulted in a Grievous Hurt, as defined in Section 320 of Indian Penal Code, Compensation payable – Subject to a Maximum of ₹1.00 Lakh(Rupees ONE Lakh) |
| 6 | Hurt | If an injury to a Human being caused resulted in a Hurt, as defined in Section 319 of Indian Penal Code, Compensation payable – Subject to a Maximum of ₹20,000(Rupees TWENTY Thousand) |
| 7 | Temporary Total Disablement | If the Grievous Hurt so caused resulted in Total Disablement for any period, the Compensation payable- Subject to a Minimum of ₹50,000/-(Rupees FIFTY Thousand) and Maximum of ₹1.00 Lakh(Rupees ONE Lakh) |
| 8 | Temporary Partial Disablement | If the Grievous Hurt so caused resulted in Partial Disablement for not less than a Fortnight, the Compensation payable- Subject to a Minimum of ₹25,000/-(Rupees TWENTY FIVE Thousand) and Maximum of ₹50,000/-(Rupees FIFTY Thousand) |
| 9 | Medical Expenses | Actual Expenses incurred during the period of hospitalization and / or treatment of injuries suffered due to an Electrical Accident, is also to be paid to the injured or the Dependents of the Deceased, as the case may be, in addition to Compensation specified above. |

**This Order shall be deemed to have come into force with effect from 07th Aug 2017.**

Further, approval is also accorded, by the Resolution of the Board stated above, to authorize the Managing Director, KPTCL, to address all ESCOMs, in order to have uniform procedure in both KPTCL and ESCOMs, to adopt the above revisions on the subject matter of Compensation payable in case of Fatal/Non-Fatal Electrical Accidents to Non-Departmental Persons and payment of Solatium to Owners of animals that die of Electrocution.

The Director(Admn & HR), KPTCL, is authorized by the resolution of the Board, to issue this Order.

All payments towards the above accidents shall be made subject to the following conditions:

1. The cause of accident should be certified by the concerned Electrical Inspectorate authority.

2. Medical Certificate issued by the Medical Officer not below the rank of District Surgeon with regard to percentage of disablement.
3. Loss of Crop/ Property/ House hold equipment etc., should be assessed by the concerned necessary authority.
4. The jurisdictional Chief Engineer, Elecl.,/ Superintending Engineer, Elec., shall approve for payment of Compensation.
5. An undertaking from the claimant stating that the payment made is full and final settlement of the case shall be obtained.

The jurisdictional Superintending Engineer(Elecl.) of KPTCL/ ESCOMs, as the case may be, and Executive Engineer(Elecl) of KPTCL/ ESCOMs, as the case may be, are authorized to arrange for payment of the aforesaid Compensation/ Ex-gratia amounts to the aggrieved persons/ members of the family/ owners of animals, duly ascertaining as to whether, they are the right persons to receive such sums.

All payments, after deducting the on-spot payments and other payments, made earlier if any, shall be made through Cheque only and compulsorily video graphed.

This order is applicable to all Electrical Accidents throughout the state, including ESCOMs.

By Order,

Director
(Admn.&HRD)

Copy for information to:
1. All Managing Directors, ESCOMs.
2. All Directors(Technical), ESCOMs.
3. All Financial Advisers, KPTCL/ESCOMs.
4. All Chief Engineers(Elecy), KPTCL/ESCOMs.
5. All Superintending Engineers(Elecl
6. All Controllers, of Accounts, KPTCL/ ESCOMs.
7. All Executive Engineers(Elecl), KPTCL/ESCOMs.
8. All Deputy Controllers of Accounts, KPTCL/ESCOMs.
9. PSs to MD/D(T)/D(F)/D(A&HR)/D(RA) & CS.
10. PS to ADGP(V&E), KPTCL/ESCOMs/APCCF, KPTCL.
11. All Officers of Corporate Office, KPTCL, Bengaluru.
12. www.kptcl.com.

Copies for kind information to:
8. Sri T.R Ramakrishnaiah, President, KPTC Employees' Union, Bengaluru & Director, KPTCL and ESCOMs.
9. Sri A.N Jayaraj, President, KEB Engineers' Association, Bengaluru, and Director, KPTCL & ESCOMs.
10. The General Secretary, KPTC Employees' Union, Bengaluru.
11. The General Secretary, KEB Engineers' Association, Bengaluru.
12. The General Secretary, KPTCL Accounts Officers Association, Bengaluru.
13. The General Secretary, KEB SC/ST Welfare Association, Bengaluru.
14. The General Secretary, KPTCL Diploma Engineers' Association, Bengaluru.
15. SA II – Records.

**Memo No.GM(Coml)/DGM(Coml)/AGM(Coml)/1/2017-18/Dated:22-11-2017**

For kind information and needful action. CYS-1081 0 4 DEC 2017

1. Chief Engineer (Ele), O&M Zone, CESC, Mysore.
2. All Superintending Engineer (Ele), O&M Circle, CESC.
3. All Executive Engineer (Ele), O&M Division, CESC.
4. P.S to M.D/DT/CFO for kind information.
5. M/F.

General Manager (Coml),
CESC, Mysore.

# Annexure-IV

| | | | As Existing | | |
|---|---|---|---|---|---|
| | | | To be Amended | As per the CESC orders from time to time | |
| | | Age Group | CEEs | SEEs | EEEs |
| | | (Applicable to Cows, Oxen, Buffalos) | | | |
| 79.531 Compensation for Injuries / death and damages (outsiders) | Solarium to owners of animals that die of electrocution | Up to 3 years | 2,500 | 2,500 | NIL |
| | | Above 3 years to 5 years | 5,000 | 5,000 | NIL |
| | | Above 5 years to 10 years | 7,500 | 7,500 | NIL |
| | | Above 10 years | 2,500 | 2,500 | NIL |
| | | Sheep (per animal) | | | |
| | | Non-Exotic Breed | 1,000 | 1,000 | NIL |
| | | Exotic Breed | 2,000 | 2,000 | NIL |
| | | Goat (per animal) | 1,000 | 1,000 | 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 CESC without waiting for the report of the Chief Electrical Inspector to Government. The report of CEIG 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 of CESC.

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.

General Manager (Tech)
Corporate Office
CESC, Mysuru

# Tea & Refreshment Rates

| VIP's Visiting the Offices | | |
|---|---|---|
| a. | CEEs<br>Chief Finance Officer/ Financial Advisor and Equivalent | **900/- per month or actual expenses whichever is less** |
| b. | Controllers<br>SEEs and Equivalent<br>SP(Vigilance) and Equivalent | **630/- per month or Actual expenses whichever is less.** |
| c. | Executive Engineer and Equivalent | **450/- per month or actual expenses whichever is less.** |

NOTE: As per the CESC order No: GM(A&HR)/DGM(A&HR)/M-1/AGM-1/2012-13/CYS-894 Dated: 05.03.2013

# Annexure - VI

## SCHEDULE OF PENSION SANCTIONING AND AUTHORISING AUTHORITIES

| Sl. No. | Pension Sanction for | Sanctioning Authority | Pension Authorising Authority |
|---|---|---|---|
| 1 | All Chief Engineers[Elec], and Financial Adviser | Managing Director, KPTCL | Financial Adviser (NDCPS), KPTCL |
| 2 | All Superintending Engineers, Executive Engineers & Assistant Executive Engineers | Director (A & HR), KPTCL | |
| 3 | All Controllers of Accounts, Deputy Controllers of Accounts, Accounts Officers | Financial Adviser (NDCPS), KPTCL | |
| 4 | All Group 'B' officers equivalent to the rank of Assistant Engineers and Assistant Accounts Officers. | Superintending Engineers (Ele) of O&M Circles. | |
| 5 | Employees below the rank of Assistant Engineer and Assistant Accounts Officer working & retiring in their Circle, including all maintenance employees in the cadre of Mech.Grade-I / Junior Asst. / Typist and other equivalent cadres. (Including Employees of KPTCL Works & Maintenance Circles / Major Works / TL&SS Divisions & other KPTCL Offices.) | Superintending Engineers (Ele) of O&M Circles. Note: In respect of Employees working in Zonal Offices / Major Works Circles / Divisions, TL & SS Circles / Divisions / Other KPTCL Offices, the Pension Paper shall be sent to appropriate Appointing Authorities for according sanction. | Chief General Manager (F & C) / Chief Financial Officer of jurisdictional ESCOMs |
| 6 | All maintenance employees below the rank of Mechanic Grade-I / Junior Asst. / Typist and wquivalent Cadres. (Including Employees of KPTCL Works & Maintenance Circles / Major Works / TL&SS Divisions & other KPTCL Offices.) | Executive Engineers (Ele) of O&M Divisions. Note: In respect of Employees working in Zonal Offices / Major Works Circles / Divisions, TL & SS Circles / Divisions / Other KPTCL Offices, the Pension Paper shall be sent to appropriate Appointing Authorities for according sanction. | |

NOTE: Higher Authorities other than specified above are also empowered to sanction pension to the officers/employees in case such officers-employees are working directly under their control.

Director (Finance)
CESC, Corporate Office
Mysuru

Chief General Manager (I/A)
CESC., Corporate Office,
Mysuru

Director (Technical)
Chamundeshwari Electricity
Supply Corporation Ltd.,
Mysuru

C.N Sridhara, K.A.S
(Super Time Sc
Managing Director
Chamundeshwari Electricity Su
Corporation Limited, Mysuru.

General Manager (Tech)
Corporate Office

General Manager
(Procurement)
Corporate Office,
CESC, Mysuru

Dy General Manager (A & HR)
Corporate Office,
CESC, Mysuru

General Manager (A&HR))
Corporate Office,
CESC, Mysuru