

**SJVN LIMITED**  
**NEW SHIMLA**

CS/31/2009/3701-51

Date : 10.11.2009

**OFFICE ORDER**

**SUB: AMENDMENT NO. 1/2009-JULY 2009 EDITION- DELEGATION OF POWERS**

With immediate effect and until further orders, the amendments/clarifications on the subject are as per annexure 1,2,3 and 4.

This issues with the approval of the Competent Authority.

(P.S.R. Murthy)  
Company Secretary

**Distribution:**

1. **Shimla** – ED (HR), ED (CD-I), ED (CD-II), GM (C&SO), GM (QA&I), GM (IT&C), GM (F&A), GM (CM&C), AGM (ECD), AGM (IA), AGM (CP), AGM (Geology), Dy. CVO, AGM (ED), AGM (Civil Cont.), AGM (Envr.),. Head (M&G)
2. **Delhi** - AGM (BD&MS), SM (F&A), SM (P&A)
3. **Parwanoo** - I/c Administration.
4. **Dehradun** – GM (UK Projects),
5. **Nathpa Jhakri HPS** – GM (NJHPS), Head of F&A, Head of P&A - **Jhakri**
6. **Rampur HEP** – HOP (RHEP), Head of F&A, Head of P&A - **Jhakri**
7. **Luhri HEP** – HOP (LHEP), Head of F&A, Head of P&A – **Sunni**
8. **Devsari HEP** – I/c (Devsari), Head of F&A, Head of P&A - **Uttarakhand**
9. **NM&JS HEP** – AGM (NM&JS), Head of F&A, Head of P&A - **Uttarakhand**
10. **Arun-III HEP** – AGM (Arun-III), Head of F&A, Head of P&A – **Nepal**
11. **Bhutan Projects** – AGM (Bhutan Projects) - **Bhutan**
12. **Dhulasidh HEP** – AGM (Dhulasidh), Head of F&A, Head of P&A - **Hamirpur**

❖ The contents of this office order may also please be brought to the notice of all concerned working under you.

**Copy to :**

1. CMD
2. Director (P)/ Director (E)/ Director (C)/ Director (F)
3. CVO

**एसजेवीएन लिमिटेड**  
**न्यू शिमला**

सीएस/31/09/3701-51

दिनांक: 10.11.2009

**विधि : संशोधन सं – 1/2009 –जुलाई 2009 संस्करण – अधिकारों का प्रत्यायोजन**

तुरंत प्रभाव से एवं अगले आदेशों तक उपरोक्त विनय संबंधी संशोधन/स्पष्टीकरण अनुलग्नक 1,2,3 एवं 4 के अनुसार हैं ।

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है ।

**(पी.एस.आर. मूर्ति)**  
**कंपनी सचिव**

**वितरण :**

1. शिमला – कार्यकारी निदेशक (मानव संसाधन), कार्यकारी निदेशक (सीडी-I), कार्यकारी निदेशक (सीडी-II ), महाप्रबंधक (सी.एण्ड एसओ), महाप्रबंधक (गु.आ.एवं नि.), महाप्रबंधक (वित्त), महाप्रबंधक (आई.टी एवं सी), महाप्रबंधक (सीएम एण्ड सी), अपर महाप्रबंधक (ईसीडी), अपर महाप्रबंधक (आईए), अपर महाप्रबंधक (सीपी), अपर महाप्रबंधक (भू विज्ञान), अप मुख्य सतर्कता अधिकारी, अपर महाप्रबंधक (ईडी), अपर महाप्रबंधक (सिविल संविदा), अपर महाप्रबंधक (पर्यावरण), प्रमुख (एम.एण्ड जी.)
2. दिल्ली – अपर महाप्रबंधक (बीडी एण्ड एमएस), वरि. प्रबंधक (वित्त एवं लेखा), वरि. प्रबंधक (का. एवं प्र.)
3. परवाणू – प्रभारी (प्रशासन)
4. देहरादून – महाप्रबंधक (उत्तराखण्ड परि.)
5. नाथपा झाकड़ी ज. वि. स्टे., – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – झाकड़ी
6. रामपुर जलविद्युत परि. – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – झाकड़ी
7. लूहरी जलविद्युत परि. – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – सुन्नी
8. देवसरी जलविद्युत परि. – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – उत्तराखण्ड
9. एनएम एण्ड जेएस जलविद्युत परि. – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – उत्तराखण्ड
10. अरुण-III जलविद्युत परि. – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – नेपाल
11. भूटान परि. – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – भूटान
12. धौलासिद्ध जलविद्युत परि. – परियोजना प्रमुख, वित्त एवं लेखा विभागाध्यक्ष, का.एवं प्र. विभागाध्यक्ष – हमीरपुर

❖ अपने अधीन कार्यरत समस्त कर्मचारियों को कृपया इस कार्यालय आदेश की विधि वस्तु से अवगत करा दें ।

**प्रतिलिपि :**

1. अध्यक्ष एवं प्रबंध निदेशक
2. निदेशक (कार्मिक), निदेशक (विद्युत), निदेशक (सिविल), निदेशक (वित्त)
3. मुख्य सतर्कता अधिकारी

**Annexure-1 of Amendment No.1/July 2009 Edition**

**1. SUB-DELEGATION OF POWERS-SECTION-V**

With immediate effect and until further orders Shri A.K. Mukharjee, AGM (P&A) and Shri S.K. Mishra, AGM (P&A) shall exercise the Financial and Administrative powers as sub-delegated to GM (P&A) in Section-V in respect of functions attached to the officers from time to time.

This issues with the approval of the Competent Authority.

**Annexure-2 of Amendment No.1/July 2009 Edition**

**2. CLARIFIATION – CLARIFICATION WITH RESPECT TO CI.48 OF PART-1 OF SECTION -V**

Vide Section-IV and V of DOP, powers for purchase of office equipment, maintenance etc., are sub-delegated to various levels of officers.

A clarification has been sought as to the authority vested with the powers of purchase etc., is the authority for call of tenders, negotiation and award of works etc.

It is clarified that Authority vested with the powers, shall exercise powers to the extent sub-delegated to call for tenders, constitution of committees, negotiations, award of work etc., wherever called for.

This issues with the approval of the Competent Authority.

**Annexure-3 of Amendment No.1/July 2009 Edition**

**3. AMENDMENT – CL.48 OF PART-1 OF SECTION-V**

Clause 48 of part-1 of Section-V (page No. 75) reading as under:

<b>S.No.</b>	<b>Subject matter of Delegation</b>	<b>Powers delegated to</b>
Cl.48,part1, Sec.-V	Approval of premium against Group Insurance & Group Personal Accident Insurance Scheme.	AGM (P&A)-Full powers

**Now amended as under**

<b>S.No.</b>	<b>Subject matter of Delegation</b>	<b>Powers delegated to</b>
Cl.48,part1, Sec.-V	Procure/purchase policies of Group Insurance & Group Personal Accident Insurance Scheme and approval of premium thereof.	AGM (P&A)-Full powers

This issues with the approval of the Competent Authority.

**The contents of Clarification 8/2007 appearing on Page No. 101 of Delegation of Powers July 2009 edition Printed Book have been misprinted by mistake:**

SJVN/CS/DOP/31/2007-2041-55

Date: 12.09.2007

**OFFICE ORDER**

**Sub: Delegation of Powers – Clarification No. 8/2007**

A reference has been made for shortening the procedure involved in awarding consultancy works to the Govt. Organisations and semi-Government Organisations. The reference has been examined and the following procedure is evolved in respect of award of consultancy works to Government organisations like Central Water Commission, CWPRS, IIT etc. which are functioning on non-commercial lines :

- 1) The Indenting department is responsible for drafting scope of work, identifying the agency and invite proposals along with costs and terms of execution of the assignment. In the event of the assignment could be performed by more than one Agency, the Indenting Department shall invite proposals from all such agencies.
- 2) The Indenting Department shall justify the costs and competency of the Agency involved to execute the job thereof and secure the approval of the competent authority as per the DOP and also finance concurrence and forward the proposal to the concerned Contracts Department.
- 3) The Contracts Department shall award the work and ensure the Contract Agreement wherever required executed.
- 4) No EMD, performance guarantee or Bank guarantee need be secured from these organisations.

This issues with the approval of Competent Authority.

**The correct contents of above Clarification be read as under:**

SJVN/CS/DOP/31/2007-2041-55

Date : 12.09.2007

**OFFICE ORDER**

**Sub: Delegation of Powers- Clarification No. 8/2007**

A reference has been made for shortening the procedure involved in awarding consultancy works to the Govt. Organisations and semi-Government Organisations. The reference has been examined and the following procedure is evolved in respect of award of consultancy works to Government organizations like CWC, CEA, NIRM, NRSA, GSI, CWPRS, IITs etc.

1. The Indenting Department shall be responsible for drafting scope of work, identifying the agency and invite proposals along with costs and terms of execution of the assignment.
2. The Indenting Department shall justify the costs and competency of the Agency involved to execute the job thereof and secure the approval of the competent authority as per the DOP and also financial concurrence.
3. For Consultancy assignment to Govt./ Semi Govt, organizations/ agencies tendering procedure will not be required and assignment/ award of consultancy work may be processed by the Indenting Department. This may be treated as award of deposit work to govt. agencies. (Ref. Clause no. 3.6 under Section-III of DOP (Revised)). This shall apply to all projects under investigation, construction & operation and maintenance.
4. Power to waive-off EMD, Bank guarantee and CPG etc. shall vest with the concerned Director.
5. The above procedure shall apply only for availing services from organizations working on "No Profit/ No Loss basis".

This issues with the approval of Competent Authority.