

**THE POWERS AND DUTIES OF ITS
OFFICERS AND EMPLOYEES**

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The powers of the officers are as per delegation of power booklet which is attached herewith. The duties of the officers and employees are as per their posting in the department.

SARDAR SAROVAR NARMADA NIGAM LTD.



DELEGATION OF POWERS RULES 2006

**SARDAR SAROVAR NARMADA NIGAM LTD.,
BLOCK NO. 12, NEW SACHIVALAYA COMPLEX,
GANDHINAGAR – 382 010.**

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NOTE : The Delegation of Powers are approved by the Board of Directors in their 122nd meeting held on 26/9/2006 in supersession of earlier Delegation of Powers approved in 34th meeting of the Board of Directors held on 17/8/1992.

GENERAL :

1.

DEFINITIONS :

(1) **In the order, unless the context otherwise requires :**

(a) Administrative Department :

The concerned Administrative Department as notified by the Govt.

(b) Head of Department means : (Only for Administration & Financial matters)

(i) At the SSNNL Head Office, those officers who have been declared as the “Head of Department.”

(ii) In the field offices, “Chief Engineer/ Superintending Engineer” is the “Head of Department”.

(c) Head of Office means :

(i) All those officers who have been declared as the “Head of Office” by the M.D.

(ii) In the field offices, “Executive Engineer” is the “Head of Office”

(d) Controlling Officers :

(i) All class I officers will be their own controlling officers.

(ii) Heads of Departments will be controlling officers for Class – II officers

(iii) Head of Offices will be Controlling officers for Class-III & IV employees.

(e) “Purchase & Tender Committee” means the committee appointed in perusnace of FD, GOG order no. JHV/1097/ 1165-A dt.3/9/1998. of the Government of Gujarat consisting of , Chairman, M.D., A.C. S. (FD) and Secretary (Narmada)

(f) “Recurring Expenditure” means expenditure which is incurred at periodical intervals.

(g) “Non-Recurring Expenditure” means expenditure other than recurring expenditure.

(h) The term “ Original works” indicates new construction, whether of entirely new works or of additions and alterations to existing works, except as hereinafter provided, also all repairs to newly purchased or previously abandoned buildings required for bringing them into use. Original work includes quality control and design works.

- (2) The terms and expressions used in this order and not defined in Sub-Rule (1) above, but defined in Acts and Rules of GOG such as the Gujarat Finance Rules, the Bombay Contingent Expenditure Rules, the Gujarat Budget Manual and the Gujarat Treasury Rules, shall have the meanings assigned to them in the respective Acts and Rules.

2. **GENERAL LIMITATIONS ON POWER TO SANCTION EXPENDITURE**

- (1) Nothing contained in this order shall empower any authority to sanction, without the previous consent of the Board of Directors, any expenditure which involves the introduction of a new principle or practice likely to lead to increase in expenditure in future.
- (2) In case of any ambiguity about the “Delegation of power” at a certain level, the matter shall be referred to the concerned ‘Whole Time Director”
- (3) Where the word “Director” appears, it means all the Whole Time Directors of SSNNL, unless, otherwise specifically mentioned.

3. **RESIDUARY POWERS**

The powers, not specifically delegated to any authority, shall vest with the Board of Directors.

SARDAR SAROVAR NARMADA NIGAM LTD.
DELEGATION OF POWERS ORDER
SECTION – I
TECHNICAL MATTERS

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
Tender Approval				
1.	Power to accept tenders in respect of original works & repairs : “Power to waive or releax standard procedure will rest at the next higher level.”	B.O.D. M.D. Director C.E. S.E. E.E.	Full powers Rs. 5 crore Rs.2 crore Rs.1 crore (*) Rs. 50 lakh Rs. 10 lakh	(i) All tenders costing more than Rs.25 crore shall be got approved by the Tender & Purchase Committee constituted as per direction of F.D. (ii) (*) C.E. shall exercise the powers delegated to him in consultation with the F.A.

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
		D.E.E.	Rs.1 lakh	

In respect of the powers described below, approval of the competent authority (expenditure sanction) would need to be obtained for procurement of works, goods and services in accordance with the standard procedures.

2	Powers to accord administrative approval and revision of estimates.	M.D.	Full powers.	
3	Power to accord technical sanction to original and revised estimates (1) Original works, (1a) Revised estimate of original works.	M.D. CE SE EE	Full powers Full powers Rs. 5 Crore. Rs.1 crore	In respect of estimates pertaining to works other than "Engineering Works" such as activities pertaining to forest, agricultural, tourism which are not under the control of any technical officer. For all estimates for technical works S.E. may also accord technical sanction upto Rs. 5 crores to component parts of a general project (OTS- Overall Technical Sanction), provided the amount of the detailed estimate is within the sanctioned project provision. The E.E. of Division may

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
	<p>(2) Repair estimates for works.</p> <p>(3) Emergency repair estimates.</p> <p>(4) Special Tools and Plants estimates.</p>	<p>S.E.</p> <p>E.E.</p> <p>D.E.E.</p> <p>M.D.</p> <p>C.E.</p> <p>S.E.</p> <p>E.E.</p> <p>D.E.E.</p> <p>C.E..</p> <p>S.E.</p>	<p>Full powers.</p> <p>Rs.4 lakh</p> <p>Rs. 2 lakh</p> <p>Full powers</p> <p>Rs.20,00,000/-</p> <p>Rs.10,00,000/-</p> <p>Rs.5,00,000/-</p> <p>Rs.2,00,000/-</p> <p>Full powers.</p> <p>Rs. 10 lakh per annum.</p>	<p>accord technical sanction to the component parts of a project which has been administratively approved by competent authority when the cost of such a component part is within the provision made for it in the approved project and does not exceed Rs. 1 crore</p> <p>Please refer para no. 1 of notes below.</p>

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
	(5) The powers to approve the excess over the sanctioned estimates. (For acceptance of all tenders i.e. work, repairs etc.).	E.E. M.D. Director C.E. S.E.	Rs.2 lakh per annum. Full powers. HIGHER OF THE ----- 20% of the estimated contract value put to tender OR the estimated value based on the latest notified SOR of SSNNL. HIGHER OF THE ----- 7.5% of the estimated contract value put to tender OR the estimated value based on the latest notified SOR of SSNNL. HIGHER OF THE ----- 5 % of the estimated contract value put to tender OR the estimated value based on the latest notified SOR of SSNNL.	
4	Power to approve DTP (Draft Tender Papers).	C.E. S.E. E.E.	Full powers Rs.1 crore Rs.50 lakh	Any deviation from model tender paper shall be got approved from SSNNL HQ.

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
		D.E.E.	Rs.1 lakh	
5	Acceptance of delay in submission of Security deposit (S.D.) and additional security deposit. (in case of unbalanced bid)	Authority accepting tender	Maximum 30 days.	
6	Power to approve extra items, excess/ saving for tender during execution of works subject to 50 % of the original estimates.	M.D. Director C.E. S.E.	Full powers Rs.30 lakh for each item or 5% of tender cost whichever is less. Rs. 20 lakh for each item or 5% of tender cost whichever is less. Rs. 4 lakh for each item or 5% of tender cost whichever is less.	(i) In reckoning extra/ excess, savings shall not be netted. (ii) CE shall exercise the powers delegated to him in consultation with F.A.
7	Power to sanction extension of time limit where (i) Price adjustment is involved. (ii) No price adjustment is involved.	Director C.E. S.E.	Full powers Full powers. Time limit upto 50% of original contract completion period.	
8	Powers to accord sanction to applications received from Electric Supply and Telephone Companies. Private, individuals, Municipalities, local bodies, etc. for permission to lay water mains, underground cables, overhead distribution wires, drainage	E.E.	Full powers	As per the standard agreement.

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
	lines, etc. through, on or over land in charge of SSNNL including roads.			
9	Powers to sell or demolish Bldg. or structures (permanent or temporary)	BOD C.E. S.E.	Full powers Full powers if the original cost of construction does not exceed Rs.10 lakh in each case. Full powers if the original cost of construction does not exceed Rs.5 lakh in each case.	
10	Powers of : (i) (a) Recording final measurements of works including supply of materials.	A.E. A.A.E. Overseer	(i) Rs.50,000/- (For A.E.s having service more than 1 year but less than three years) (ii) Rs.1,00,000/- (For A.E.s having service more than 3 year) (i) Rs.40,000/- (For A.A.E.s having service from 2 to 10 years) (ii) Rs.1,00,000/- (For A.A.E.s having service more than 10 year) (i) Rs.5,000/- (For Overseers having service from 5 to 12 years) (ii) Rs.10,000/- (For Overseers	Please refer para no. 2 of notes below.

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
	(i) (b) recording intermediate measurement of work and materials.	A.E.	having service more than 12 year) Rs.1,00,000/- For A.E.s having service more than 1 year.	Please refer para no. 3 of notes below.
	(i) (c) Powers for recording final measurements for drilling and grouting work.	A.A.E. Overseers A.E./A.A.E	Rs.50,000/- For A.A.E.s having service more than 1 year Rs.25,000/- For Overseers having service more than 5 years Full powers	Please refer para no. 4 of notes below.
11	Power to approve rent of articles and tools and plants.	E.E.	Full powers	
12	Power to pay running/final bills for works, supply of materials and other services.	E.E.	Full powers Subject to observance of respective contract conditions.	

NOTES ON POWER RELATED TO TECHNICAL MATTERS

Sr.No	Remarks
1	2
1	(i) Procedure should be followed as per Nigam's circular no. NMC/1502/323/ 3/M/ Canals dtd.25/4/2006 (ii) Emergency repairs means which is of imminent danger or causes problems to canal functioning/ operation/running
2	(i) Members to be selected for the purpose should be done by the E.E. instead of the S.E.. Due weightage should be given to their experience, trustworthiness and integrity. The powers delegated are applicable to all cadres whether permanent or temporary.

Sr.No	Remarks
1	2
	<p>(ii) When the value of the work done/supply of materials exceeds the value shown in column-6, A.E. / A.A.E. / Overseer shall record the measurement but checking shall be done by D.E.E./ E.E. as per relevant para.</p> <p>(iii) When the total value of work done since last checking exceeds the monetary limits, test check of 50% shall be done by the Sub Divisional Officer/D.E.E.</p> <p>(iv) (a) In case of supply of materials, D.E.E. must record/check final measurements of supply of materials before its spreading/ utilization. (b) when the value of supply of materials exceeds Rs.75,000/-, 100% checking by another D.E.E. shall be done.</p> <p>(v) After last checking, further check of 10% by E.E. shall be done when the amount of work done exceeds Rs.1 lac in case of work contracts.</p> <p>(vi) After last checking, further check of 10% by E.E. shall be done when the amount of supply of materials exceeds Rs.75,000/- in case of material contracts. .</p>
3	<p>(i) Note No. (i), (ii) , (iii), (v) (a),(v)(b), (vi) of Item no. 10 (i) (a) shall be applied.</p> <p>(ii) As for the intermediate or periodical measurements of works done under contract, and all measurements of works carried out on rate list or piece work or of materials supplied under contract, A.E.s/ A.A.E.s/ Overseers, whether permanent or temporary can take measurements subject to percentage check by the D.E.E.. as may be fixed by the E.E. and approval of E.E. thereof should be obtained previously.</p> <p>(iii) When the value of work done exceed the prescribed limit, D.E.E. shall check 50% measurement.</p> <p>(iv) These measurements may, however, be upto the limit prescribed which may be taken subject to test checking of intermediate measurements, if any, as per existing orders.</p>
4	<p>(i) The S.E. should have delegated powers to record final measurement of grouting to Asstt. Engrs. having 3 years service and Addl. Asstt. Engrs. having 8 years service after giving due weightage to their experience, general trust worthness and integrity.</p> <p>(ii) Dy. Ex. Engr. should check the measurements recorded by Asstt. Engr. / Addl. Asstt. Engr. to the extent of 25%.</p> <p>(iii) The Ex. Engr. should exercise usual percentage checking as per the present rules. The register of grouting should be officially issued and will form original record of measurements.</p>

SECTION – II

GENERAL ADMINISTRATIVE MATTERS

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
(I) POSTING & APPOINTMENT				
1	(A) Power to create posts . (B)Power to make initial appointments (i) Class-I Officers (ii)Class-II Officers (iii)Class-III & IV	BOD M.D.	Full powers. Full powers.	M.D. to be appointing authority subject to Govt. guidelines for State PSU on the subject.
2	Power to give, posting, transfer and reassign duties to : (i) Class-I Officers (ii) Class-II Officers & Class – III & IV (iii) Class-III & IV.	M.D. Director (F) Director C.E.	Full powers Full powers Full powers Full powers	Within his jurisdiction. Within his jurisdiction.
3	To sanction time barred claims	Sanctioning Authority	Full powers	
4	Permission to leave head quarters.	HOO/Next higher authority	Full powers	
5	Power to grant a longer period of joining time than is admissible under the rules within the prescribed maximum of 30 days.	M.D.	Full powers	

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
(II) DISCIPLINE MATTERS				
6	Imposition of (a) Major penalties (b) Minor penalties	Appointing Authority H.O.D.	Full powers Full powers	For GOG employees on deputation to the Nigam, the rules and orders of GOG shall apply.
7	Issue an order of suspension in respect of an employee and there by debar him from exercising the powers and discharging the duties of his office for the period the order remains in force.	Appointing authority	Full powers	Suspension of an employee may be considered appropriate under any one of the following circumstances : (i) Where the continuance of the employee on duty is likely to prejudice investigation/inquiry. (ii) Where continuance of the employee on duty or on leave will seriously affect the discipline of the office or place in jeopardy wider public interest. (iii) Where the preliminary inquiry has established a prima-

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
				<p>facie case justifying criminal departmental proceeding which are likely to lead to his conviction and punishment.</p> <p>(iv) Where the employee is suspected to have been engaged in activities prejudicial to the interest of the security of the State,</p> <p>(v) Where the employee is involved in an offer connected with moral turpitude.</p> <p>and</p> <p>(vi) For GOG employees on deputation to the Nigam, the rules and orders of GOG shall apply.</p>
8	<p>Revoke an order of suspension and to consider and make a specific order as to :</p> <p>(a) Whether or not the period of suspension shall be treated as a period spent on duty, and</p> <p>(b) What salary and allowances shall be</p>	<p>Appointing Authority</p> <p>Appointing</p>	<p>Full powers</p> <p>Full powers</p>	<p>(i) In the case of</p>

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
	paid to the employees for the period of his absence from duty on suspension.	Authority		<p>employees on deputation the competent authority will be the parent Department/Administration Department as the case may be.</p> <p>(ii) Full powers are delegated subject to the relevant orders.</p>
(III) ADVANCES				
9	Advance for Festivals, Food Grains , Bicycles, Fans, GPF Advance and withdrawals etc..	Head of Office	Full powers. (in the case of HOO himself, the next higher authority)	
10	Advance for purchase of a) Motor Car b) Motor Cycle, Scooter, Moped c) House Building	Head of Department	Full powers. (in the case of HOD himself, the next higher authority)	Based on certificate of availability of funds from the respective departments, offices from where the employees are deputed to SSNNL wherever necessary.
11	Advance on transfer, leave salary advance, TA on tour, L.T.C.	Head of Office	Full powers.	

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
(IV) TRAVEL				
12	Powers to sanction TA claims for an employee when he travels by a class/conveyance to which he is not entitled.	Director	Full power	Power given to Director with concurrence of Director (Finance)
13	Power to grant travelling allowances as for a journey on tour when defence in judicial proceedings is undertaken at the Nigam's cost, evidence to be given etc.	Controlling officer	Full powers	
14	Power to sanction journey outside State.	H.O.D.	Full powers	
15	Power to grant travelling allowance to persons not in SSNNL's service required to undertake journey for purposes of SSNNL.	M.D.	Full powers Subject to the conditions laid down in the TA Rules	
16	Countersign TA Bills/ LTC/Hometown Claims.	Controlling Officer	Full powers.	
(V) LEAVE				
17	Casual Leave.	HOO/ Controlling Officer	Full powers	
18	Powers to grant leave other than disability leave.	HOO/ Head of Dept. Head of Department /H.O.O.	Full powers The cases of HOO/HOD will be determined by the next higher authority	Within his jurisdiction (for employees on deputation, as per their terms of employment)
19	Grant of special disability leave.	M.D.	Full powers	

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
20	Recall from leave	Leave sanctioning authority	Full powers	
21	Power to extend leave of an employee who remains absent after the end of his leave, without any report or when such extension is refused.	Next higher authority	Full powers to the next higher authority to leave sanctioning authority.	
22	Powers to grant maternity leave.	Head of Office	Full powers	
(VI) HIRING OF CONSULTANTS/ PROFESSIONAL SERVICES/ OUTSOURCING				
23	(a) Powers to engage consultants/ advisors (b) Power to engage professionals/ experts for engineering/ technical matters	BOD M.D. BOD M.D. Director	Full powers Total fee of upto Rs.50 lac in each case. Full Powers Total fee of upto Rs.50 lac in each case. Upto Rs.2 lakh	

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
	(c) Outsourcing of services – costing more than Rs.15 lakh per annum.	M.D. H.O.D. H.O.O.	Full powers Upto Rs.50,000/- p.a. Upto Rs.10,000/- p.a.	For higher amount previous approval of BOD is required.
(VII) OFFICE EXPENDITURE				
24	(a) Purchase of vehicles, computer, furniture, air conditioners, water coolers etc.. (b) Purchase of laboratory equipments, calculators and stores items, mobiles, xerox machines, FAX machines, etc..	M.D. CGM (A/C) C.E. S.E./H.O.O.	Full powers Full powers for SSNNL H.O. Full powers Rs.10,000/- p.a.	
25	Hiring of vehicles	M.D.	Full powers	
26	Other office expenditure (a) Repairs to vehicles, plants, machineries and equipments (b) Hiring of office and field equipments (c) Stationery	H.O.O. H.O.O. H.O.D. H.O.O.	Full powers Full powers Full powers Upto Rs.10,000/-	

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
	(d) Other office consumables	H.O.D. H.O.O. D.E.E.	Full Powers Upto Rs.10,000/- Upto Rs.750/- on each occasion.	
27	To sanction miscellaneous contingent expenditure.	Head of Office	Full powers : Recurring Items NON RECURRING: Upto Rs.10,000/- per year.	Includes standing charges like monthly rent, municipal taxes, telephone bills, water charges, electric bill, postage, telegram, expenditure related to court etc. Excess over this limit should be got approved by the next higher authority.
28	To sanction uniform, umbrella, shoes etc.	Head of Office	Full powers as per the scales and rates prescribed by the Nigam from time to time.	
29	To sanction purchase of books, publications, news papers, periodicals, journals etc..	Head of Department Head of Office	Full powers Upto Rs.10,000/- p.a.	
30	Powers to sanction expenditure on advertisement in newspapers in respect of appointments, tender and auction.	Head of Office	Full powers	

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
31	Powers to sanction expenditure on publicity, advertisements in souvenir/magazine/weekly etc., entertainment of project guests, ceremonial occasions, seminars, exhibitions etc.	M.D.	Full powers	
(VIII) LEASE/DISPOSAL/WRITE OFF				
32	Powers to lease out for cultivation purpose only, the lands which are in charge of the officers mentioned in the next column but which can not be used immediately for the purpose for which they are acquired and which can be let with advantage.	E.E.	Full powers	Not below rates specified.
33	Power to sanction expenditure on demurrage/wharfage.	Head of Department Head of Office	Rs.10,000/- Rs.500/-	
34	Powers to write off	B.O.D. M.D.	Full powers Rs. 20 lakh (at purchase cost)	
35	Powers to issue order for disposal by sale or other materials, accessories & unserviceable stores.	C.E. S.E. E.E.	Full powers Rs.2 lakh Rs.1 lakh	Powers shall be exercised by the E.E. and S.E. after getting approval of the estimated value by the next higher authority.

Sr. No	Nature of Power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
36	Disposal of surplus/obsolete machineries and vehicles and determining the upset prices.	M.D.	Full powers	
(IX) OTHERS				
37	Power to fix permanent advance (Imprest)	Head of Department D.E.E.	Full powers Rs.5,000/-	Not exceeding 15% over average monthly expenditure of the preceding financial year.
38	Powers to authorise issue receipts of money received on behalf of the Nigam.	Head of Office	Full powers	HOO should issue an appropriate order authorizing employees by designation for such receipts.
39	Power to sanction the grant or acceptance of honorarium,fees etc.	M.D.	Full powers	
40	Powers to sanction compensation for standing crops, huts, field houses, tubewells, irrigation pipelines etc. and other small structures which are left out in original compensation award.	S.E. E.E.	Full powers. Rs.10,000/- in individual cases.	
41	Powers for utilisation of buildings which are not required for the purpose for which they were originally constructed.			

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1	2	3	4	5
	(1) Alternative utilisation by SSNNL (2) Utilisation by agencies/ bodies other than SSNNL.	E.E. M.D.	Full powers Full powers	
42	Power to sanction rent of ordinary office accommodation, when the accommodation is provided in a private building.	M.D.	Full powers	