

C.E. (Procurement)
MPPTCL, Jabalpur
R. No. 13398
Date

M.P. POWER TRANSMISSION COMPANY LIMITED

Regd. Office: Block No.2, Shakti Bhawan, PO Vidyut Nagar, Rampur,
Jabalpur (MP)- 482 008

31 OCT 2013

No.AS/MPPTCL/3334

Dated: 29.10.2013

CIRCULAR

Sub:- Framing of proposals for seeking approval of MD-MPPTCL.

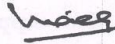
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It has been observed in few cases seeking approval of MD-MPPTCL that the proposal part of the recommendations are not properly framed making the approval process difficult. While adherence to guidelines, rules and regulations already in place are invariably expected from all the concerned, the approval is given based on the proposal and hence in all such cases, it is important on the part of concerned authority making the recommendations who also owns the responsibility of proposal, to satisfy himself in all respects to ensure that all the facts have been brought out in the proposal in proper manner in the cases requiring approval of MD-MPPTCL. It is desired that the ED/CE and CFO the authority next below to Managing Director seeking approval as per the Company's Delegation of Powers, besides other directives, must ensure scrupulously observance of the following :

- (i) All proposals requiring approval of MD be invariably originated by HoD. It should be routed through CFO if financial commitment is involved or needed as per Company's Delegation of Powers.
- (ii) Proposals should be self contained, comprehensive, unambiguous and relevant to the objective.
- (iii) Proposals should be in conformity with the prescribed norms, specifications and applicable directives, rules and regulations etc. while explanation of justification/analysis of proposal may be spread over all through the recommendation note, but the required approval should not be obtained in scattered all over the note in different paras. Instead, all the required proposals must be consolidated in the last para of recommendation note under the heading "**Proposal**".
- (iv) The deviations/relaxation if any from the prescribed norms, relevant rules & regulations, procedures, specifications etc. should clearly be brought out in the proposal and extent of their acceptability should be narrated with a complete justification and valid reasons for admissibility of deviations/relaxation.

- (v) Justification of deviation/relaxation should not be discussed in any para of the recommendations note other than para "Proposal".
- (vi) The Delegation of Power should invariably be quoted.

The instructions as above shall come into force with immediate effect and be strictly followed uniformly in all future cases.

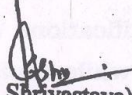

(K.K.SAXENA)
CHIEF ENGINEER (CA&IT)
MPPTCL : JABALPUR

No. AS/MPPTCL/3335

Dated: 29.10.2013

Copy to:

1. The Addl. Secretary, GoMP, Energy Deptt. Vallabh Bhawan, Bhopal
2. The Director (Technical) MPPTCL, Jabalpur
3. The Chief Engineer (T&C)/(Procurement)/(Plg. & PS) (SLDC) (EHT-Maint. & Inspection) (EHT-Constn) (Civil-Tr.) (CRA)/(HRD), MPPTCL, Jabalpur
4. The Chief Financial Officer, MPPTCL, Jabalpur
5. The Addl. Chief Engineer (Trans-Stores) MPPTCL, Jabalpur
6. The All Superintending Engineer _____ MPPTCL _____
7. The All Executive Engineer _____ MPPTCL _____
8. The Company Secretary/Welfare Officer/Staff Officer, O/o CE(CA&IT) MPPTCL, Jabalpur.
9. The Staff Officer to MD, MPPTCL, Jabalpur
10. The Regional Accounts Officer, MPPTCL, Jabalpur/Bhopal/Indore
11. The Web Master, MPPTCL, Jabalpur
12. Circular/Order file
13. Central Library, MPPMCL, Jabalpur


(K.K. Shrivastava)
Superintending Engineer(CA)
O/o Chief Engineer(CA&IT)
MPPTCL : Jabalpur