

SECTION- V

LEGAL & MISCELLANEOUS

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
1	To compromise in pending or threatened litigation by or against the Board.	i) Board ii) Chairman in consultation with Member Incharge and F.M.. iii) E.D. iv) C.E. v) Dy. C.E. vi) S.E. vii) D.E.	Above Rs. 1 lakh. Above Rs, 10,000/-upto Rs. 1 lakh UptoRs. 10,000/- UptoRs. 5,000/- Upto Rs. 3,000/- UptoRs.1,000/- Upto Rs. 500/-	1	To compromise in pending or threatened litigation by or against the Company.	i) C.M.D ii) E.D./C.E. iii) S.E. iv) E.E.	Full powers Upto Rs.1 lakh Upto Rs.15000/- Upto Rs.5000/-
2	Administrative sanction to institute proceeding in a Court of Law (including suits of appeals or defence thereof based on legal advice).	i) Board ii) Member in-charge in consultation with F.M. iii) Member I/c iv) E.D. v) C.E. vi) Dy. C.E. vii) S.E. viii) D.E.	Full powers above Rs. 1 lakh Above Rs. 25,000/-upto Rs. 1 lakh Upto Rs. 25,000/- Upto Rs. 15,000/- Upto Rs.10000/- Upto Rs.5000/- Upto Rs.2000/- Upto Rs.1000/-	2	Administrative sanction to institute proceeding in a Court of Law/Consumer Forum (including suits or appeals or defence thereof based on legal advice).	i) C.M.D ii) E.D./C.E. iii) S.E. iv) E.E.	Full powers Upto Rs.5 lakhs Upto Rs.1 Lakh Upto Rs.50000/-

C I R C U L A R

Consequent upon the decision taken in the 15th meeting of the Board of Directors of MPPTCL held on 29/03/2005, the power delegated at item No.4(a) (ii) Para-A, Section-V (Legal/Miscellaneous) at page 60 of booklet of Delegation of powers of MPPTCL stands amended to the extent as indicated hereunder:-

Sl. No.	Nature of Power.	Existing Provision		Amended Provision	
		Authority	Limit	Authority	Limit
4.	(a) To sanction appointment of Company's Officer as an Officer-in-Charge and engagement of suitable lawyer by him on payment of fees other than prescribed in Law Department Manual and High Court Rules.	C.M.D.	Full Powers	Head of the Department of the respective wings.	Full Powers
	(ii) For other legal cases of the Company.				

The amendment as above shall come into force with immediate effect.

BY ORDER

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 Additional Secretary
 MPPTCL : Jabalpur

21/7/05

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
		iv) Dy. C. E. v) S.E. vi) D.E.	Upto Rs.1500/- Upto Rs.1000/- Upto Rs.500/-				
7	To sign and verify complaints, written statements, applications, petitions, vakalatnamas and to act and appear, produce or withdraw any documents or monies in Criminal or Civil Court or Tax authorities or tribunals and to do other acts and things necessary for proper conduct of the proceedings on behalf of the Board.	i) Administrative Officer/ Legal Adviser iii) Administrative Officers attached to C.E. iv) Accounts Officers v) D.E.	For matters relating to the Secretariat / Personnel and Chief Engineer's office establishment. For matters relating to their/field establishment. For matters relating to Accounts Department. For matters relating to Technical Department including those of Purchase and Commercial Sections	5	To sign and verify complaints, written statements, applications, petitions, vakalatnamas and to act and appear, produce or withdraw any documents or monies in Criminal or Civil Court or Tax authorities or tribunals and to do other acts and things necessary for proper conduct of the proceedings on behalf of the Company.	i) Administrative Officer/ Law Officer ii) Administrative Officers attached to C.E. iii) Accounts Officers	For matters relating to the Secretariat / Personnel and Chief Engineer's office establishment. For matters relating to their/field establishment. For matters relating to Accounts Department.
8	To approve the change of officer-in - charge in the legal cases on account of transfer of officers or for other unavoidable reasons for conducting and continuing to contest the Board's Civil Suits and other Court cases on behalf of the Board.	Secretary	Full powers	6	To approve the change of officer-in - charge in the legal cases on account of transfer of officers or for other unavoidable reasons for conducting and continuing to contest the Board's / Company's Civil Suits and other Court cases on behalf of the Company.	Appointing authority of OIC	Full powers

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
11	To sanction payment of decretal amount awarded by the court/consumer forum.	Member concerned	Full powers	7	To sanction payment of decretal amount awarded by the court/consumer forum.	i) C.M.D ii) E.D./ C.E. iii) S.E. iv) E.E.	Full powers Upto Rs.25,000/- Upto Rs.10,000/- Upto Rs.5000/-
12	i) Sanctioning of expenditure on postage telegrams, revenue (receipt) stamps etc. renewal of telegraphic address, post box number etc. ii) Incurring of expenditure on advertisements	i) All HODs ii) Dy. Secy. (S) i) C.E./ Secretary ii) Director (Training) iii) Dy.C.E./ S.E./D.E./ Jt.Director (Accounts) iv) Director (F&A) v) Senior Accounts Officer, Korba, Durg, Sagar, Gwalior, Rewa, Ujjain, Ratlam, Bilaspur, Jabalpur Circle-I, Khandwa	Full powers Full power for Secretariat Section Full powers -do -do -do -do	8	i) Sanctioning of expenditure on postage telegrams, revenue (receipt) stamps etc. renewal of telegraphic address, post box number etc. ii) Incurring of expenditure on advertisements	i) All HODs ii) Addl. Secy. i) E.D./C.E. ii) Addl. Secy. iii) E.E.	Full powers. Full powers. Full Powers Full powers. Full powers.

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
17	General expenses on library and other books and subscription to papers and periodical, diaries and calendars etc.	i) C.E./ Secy. ii) Addl. Secretary iii) Chief (F&A) iv) Director (Training). v) Dy. C.E. vi) S.E. vii) Jt. Secy (S) viii) Director (F&A) ix) Sr.A.O., Korba, Durg, Sagar, Gwalior, Rewa, Ujjain, Ratlam, Bilaspur, Jabalpur Circle-I and Khandwa.	Full powers Full powers Full powers Full powers Upto Rs.600/- Upto Rs.400/- Full powers for Secretariat Full powers Upto Rs.200 for the respective offices.	9	General expenses on library and other books and subscription to papers and periodical, diaries and calendars etc.	i) E.D./C.E. ii) Director (Fin) iii) Addl. Secretary iv) S.E.	Full powers Full powers Full powers Upto Rs.1000/-
18	Incurring of petty office expenses and contingencies including miscellaneous items required for the office decorum and use after obtaining necessary quotations.	i) Member I/c in consultation with F.M./ Chairman ii) Member in-charge iii) E.D. iv) Secretary	Full powers above Rs. 5,000/- Above Rs. 2000/-upto Rs. 5000/- Upto Rs. 2000/- at a time- Upto Rs. 2000/- at a time.	10	Incurring of petty office expenses and contingencies including miscellaneous items required for the office decorum and use after obtaining necessary quotations.	i) C.M.D. ii) Secretary/ E.D./C.E./ Director (Fin) iii) Addl. Secy. / Jt. Secretary iv) S.E./Joint Director (Fin).	Full powers Upto Rs.2000/-at a time Upto Rs.2000/-at a time Upto Rs.750/- at a time

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
		v) C.E. and other Heads of the Departments.	Upto Rs. 1000/- at a time.			v) E.E.	Upto Rs.500/- at a time
		vi) Dy. C.E.	Upto Rs. 500/- at a time.				
		vii) Addl. Secretary (S)/ Jt Secretary (S)	Upto Rs. 500/- at a time.				
		viii) S.E.	Upto Rs. 400/- at a time				
		ix) Director (F&A)	Upto Rs. 200/- at a time				
		x) D.E.	Upto Rs. 250/- at a time				
		xi) Sr. Accounts Officers	Upto Rs. 250/- at a time				
		xii) Dy. Secy.	Upto Rs. 250/- at a time.				
		xiii) Administrative Officer (imprest holder)	Upto Rs, 100/- at a time.				
19	i) Binding of Books ii) Cutting, stitching and binding of books, booklets, notes etc. and payment of charges thereof.	i) C.E/ Director (Training)/ S.E. ii) Senior A/c Officers. iii) D.E. Dy. Secy. (S)	Full powers Full powers Upto Rs.30/- in any one year Full powers for Secretariat Section	11	i) Binding of Books ii)Cutting, stitching and binding of books, booklets, notes etc. and payment of charges thereof.	i) E.D./C.E./ Director (Fin) ii) Addl.Secy. / Jt. Secy./ S.E./ Jt. Director iii) E.E.	Full powers Full powers Upto Rs.1000/-

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
22	To sanction entertainment expenses in connection with visits of VIPs, important consumers. Senior Government Officers etc., when they are treated as Board's guests.	Member concerned in consultation with F.M. Member concerned E.D. C.E. Secretary Dy.C.E. (REC) Jt. Secy. S.E.(Field) D.E.(Field) D.E.(Civil) I/c of Board's Guest House at JBP. & BPL.	Full powers above Rs.5000/- on each occasion Upto Rs.5000/- on each occasion Upto Rs.1000/- at a time subject to annual limit of Rs.5000/- Rs.750/- at a time subject to annual limit of Rs.5000/- Upto Rs.1000/- on each occasion subject to overall annual ceiling of Rs.20000/- Not exceeding Rs.25000/- per year on REC officers/ officials in accordance with the norm prescribed vide memo No.AO/REC/HQ/Exp/3767 dt.24.9.79 Upto Rs.750/- on each occasion subject to overall annual ceiling of Rs.20000/- Upto Rs.500/- on each occasion subject to overall annual ceiling of Rs.2000/- Upto Rs.50/- on each occasion subject to overall annual ceiling of Rs.500/- Upto Rs.200/- on each occasion subject to overall annual ceiling of Rs.1000/-	12	To sanction entertainment expenses in connection with visits of VIPs, important consumers. Senior Government Officers etc., when they are treated as Company's guests.	i) C.M.D ii) E.D./C.E. iii) Addl.Secy./ Jt. Secy. iv) S.E.	Full powers Upto Rs.5000/- at a time subject to overall ceiling of Rs.25000/- per annum. Upto Rs.500/- with annual ceiling of Rs.5000/- Upto Rs.500/- with annual ceiling of Rs.5000/-

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
23	Incurring of expenditure for the meetings and conferences.	Member concerned in consultation with F.M. Member concerned Secretary E.D./C.E. (O&M) E.D./C.E. & equivalent cadre Addl. C.E. / S.E.(Field) Addl. Secy.(S) E.E. (O&M) Dn.	Full powers above Rs. 6000/- on each occasion Upto Rs. 6000/- on each occasion Upto Rs.6000/-on each occasion. Upto Rs.5000/- at a time for review meeting only Not more than Rs.500/-on each occasion in their respective offices and offices subordinate to them subject to an overall limit of Rs.10000/- Upto Rs.300/- on each occasion subject to an overall annual limit of Rs.3000/- Upto Rs.2000/- on each occasion subject to an overall annual limit of Rs.20000/- Upto Rs.200/- on each occasion subject to an overall annual limit of Rs.2000/-	13	Incurring of expenditure for the meetings and conferences.	i. C.M.D ii. Addl. Secy.	Full Powers Upto Rs.2000/- on each occasion subject to overall annual limit of Rs.50000/-
26	Incurring of expenditure limited to serving of Tea and Pan from the Imprest for entertaining the press representatives visiting the Offices.	Publicity Officer	Not exceeding Rs.5/- on any one occasion	14	Incurring of expenditure limited to serving of Tea for entertaining the press representatives visiting the Offices.	Publicity Officer	Not exceeding Rs.50/- on any one occasion

No. AS/MPPTCL/1858

Dated 24/07/2006.

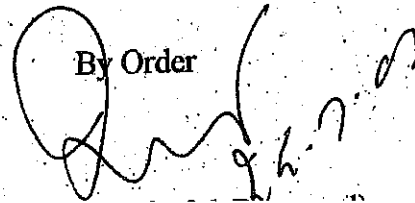
ORDER

It has been decided to delegate powers to ED/CE and Field Officers for meeting the expenditure incurred in Meetings & Conferences organized at their level. Accordingly, the following delegation of powers shall be added under item no. 13, Part A Section V (Legal/Miscellaneous) of the Booklet of Delegation of Powers of MPPTCL.

S.No.	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit
13	Incurring of expenditure for the meetings & conferences	iii. ED/CE and equivalent cadre iv. Addl. CE/SE (field) v. EE (Field)	Upto Rs. 5,000/- on each occasion subject to overall annual limit of Rs. 20,000/- Upto Rs. 1,000/- on each occasion subject to overall annual limit of Rs. 10,000/- Upto Rs. 500/- on each occasion subject to overall annual limit of Rs. 5,000/-

The above delegation of powers shall come into force from the date of issue of this order.

By Order



S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
27	Expenditure on ceremonial functions and sports.	i) Board ii) Chairman in consultation with F.M. iii) Chairman iv) C.E. v) Secretary vi) Jt.Secy.(S) vii) Dy.C.E. viii) S.E. ix) D.E.	Above Rs.50000/- Above Rs.10000/-upto Rs.50000/- Above Rs.2000/- and upto Rs.10,000/- Upto Rs.2000/- Upto Rs.2000/- Rs.300/-on each occasion Rs.250/-on each occasion Upto Rs.100/-on each occasion Upto Rs.50/-on each occasion	15	Expenditure on ceremonial functions and sports.	i) C.M.D ii) E.D./C.E. iii) Addl. Secy./ Jt. Secy. iv) S.E. v) E.E.	Full powers Upto Rs.10000/-on each occasion Upto Rs.5000/-on each occasion Upto Rs.500 on each occasion Upto Rs.100/- on each occasion
28	Expenditure on Exhibitions sponsored by the State or Central Govt.	i) Chairman in consultation with F.M. ii) Member in-charge	Above Rs.5000/- on each occasion Upto Rs.5000/- on each occasion	16	Expenditure on Exhibitions sponsored by the State or Central Govt.	C.M.D.	Full powers
30	Taking on rent Stores, Houses, Offices, Garages, Workshops etc. and continuance therefor. a) To sanction rent for hiring of private building for accommodating Board's offices.	i) Member I/c ii) E.D. in consultation with Chief (F&A)	Full powers above Rs.1500/- Upto Rs.1500/-	17	Taking on rent Stores, Houses, Offices, Garages, Workshops etc. and continuance therefor. a) To sanction rent for hiring of private building for accommodating Company's offices.	i) C.M.D. ii) E.D./C.E. iii) S.E.	Full powers Upto Rs.10000/- p.m. Upto Rs.2000/-p.m.

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
		iii) C.E. iv) S.E. v) D.E.	Upto Rs.1000/- p.m. Upto Rs.500/- pm Upto Rs.250/- pm				
32	Servicing and repairs of Typewriters, duplicators, Machines, comptometers, electric fans, wall clocks, office bicycle and similar office equipments and hiring of typewriters, furnitures etc	All Heads of Offices	Full powers.	18	Servicing and repairs of Typewriters, duplicators, Machines, comptometers, electric fans, wall clocks, office bicycle and similar office equipments and hiring of typewriters, furnitures etc (including Computers, printers and peripherals)	All Heads of Offices.	Full powers
33	To sanction water / air coolers	i) C.E./ Secy. ii) Director (F&A) iii) Director (Training) iv) Joint Director (A/c) v) Dy. C.E. vi) S.E.	Full powers for their respective offices and offices subordinate to them -do- -do- -do- -do- -do-	19	To sanction water / air coolers	i) E.D./C.E. ii) Director (Fin) iii) Addl. Secy. iv) Jt. Secy./ S.E.	Full powers for their respective offices and offices subordinate to them -do- -do- -do-
34	To sanction hot weather charges such as providing and serving drinking water	i) C.E.	Full powers for their respective office & offices subordinate to them	20	To sanction hot weather charges such as providing and serving drinking water	i) E.D./C.E.	Full powers for their respective office and offices subordinate to them

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
	(including ice water, provision of Khas tatties and watering thereof).	ii) Secretary	Full powers for their respective office & offices subordinate to them		(including ice water, provision of Khas tatties and watering thereof).	ii) Director (Fin)	Full powers for their respective office & offices subordinate to them
		iii) Director (F&A)	--do--			iii) Addl. Secy.	--do--
		iv) Director (Training)	--do--			iv) Jt. Secy./ S.E.	--do--
		v) Dy. C.E./S.E.	--do--				
		vi) Jt Secy.(S)	--do--				
35	Permitting the use of Board's Rest House by visitors either on payment or free of charges.	i) Dy. C.E./S.E. / D.E.	Full powers	21	Permitting the use of Company's Rest House by visitors either on payment or free of charges.	Addl. Secy.	Full powers
		ii) Joint Secy.	Full powers				
36	Use of staff vehicles by the distinguished visitors or by State Government.	i) Member-in-charge	Full powers	22	Use of staff vehicles by the distinguished visitors or by State Government.	i) C.M.D.	Full powers
		ii) Controlling Officer	Full powers			ii) Controlling officer	Full powers
37	Use of seal	To be affixed on deeds, agreements and instruments signed by Secretary or Joint Secretary on behalf of the Board and for which no standard form is prescribed by the Board.		23	Use of seal	To be affixed on deeds, agreements and instruments signed by Addl. Secretary or Jt. Secretary on behalf of the Company and for which no standard form is prescribed by the Company	

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
38	To execute and authenticate contract documents and all types of agreements falling within their scope of work for and on behalf of the Board under Section 13 of the Electricity (Supply) Act. 1948.	i) E.D.	Full powers upto any limit of valuation	24	To execute and authenticate contract documents and all types of agreements falling within their scope of work for and on behalf of the Company as per Law.	i) E.D./C.E.	Full powers upto any limit of valuation.
		ii) C.E.(Gen.), (P&P), (O&M)(Civil)	Full powers upto any limit of valuation			ii) Addl. Secy./ Jt. Secy.	-do-
		iii) C.E. (PRG)	--do--				
		iv) *General Manager, Korba	--do--				
		v) C.E.(T&P)	--do--				
		vi) Secy./Jt. Secretary	--do--				
		vii) Dy. C.E. (REC) HQ	Full powers to execute and authenticate all deeds and instruments and other documents in respect of REC schemes				
		viii) S.E. (REC) HQ	--do--				
		ix) S.E.	For all purchases costing below Rs.1000/-				
		x) Dy. C.E. (Commercial)	Full powers within their scope of work upto any limit of valuation				
		xi) Dy. C.E. (S&P)	--do--				
		xii) Dy. C.E. (Civil)	Upto Rs.1 lakh within his scope of work				
		xiii) S.E. (Civil)	For all works costing upto Rs.50,000/-				

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
		xiv) D.E. (Civil)	For all works costing upto Rs.25,000/-				
		xv) D.E.	For all purchases below Rs.5,000/-				
43	Execution of all other instrument under Sec.-13 of the Electricity (Supply) Act, 1948.	i) Secretary ii) Jt. Secy.	Full powers Full powers	25	Execution of various legal documents on behalf of the company	i) Addl Secy. ii) Jt. Secy.	Full Powers Full powers
52	Free supply of Board's publications.	C.E./Secretary / Joint Director (Accounts)	Full powers	26	Free supply of Company's publications	C.E./ Addl. Secy. / Jt. Secy. / Jt. Director	Full powers
70	Sanction of grant in aid to educational Institutions, Samitees, Committees, Associations etc. in connection with welfare of Board's employees and also grant of concession and facilities etc. to them	i) Board ii) Member I/c in consultation with F.M.	Above Rs.20,000/- per annum Upto Rs.20,000/- per annum	27	Sanction of grant in aid to educational Institutions, Samitees, Committees, Associations etc. in connection with welfare of Company's employees and also grant of concession and facilities etc. to them	C.M.D.	Full powers
71	Payment of subscription / contribution to various institutions connected with the Board	Chairman in consultation with F.M.	Full powers	28	Payment of subscription / contribution to various institutions connected with the Company.	C.M.D.	Full powers
72	For fixing the ceiling prices including stitching charges for various items of uniforms/ Liveries to be purchased & supplied by the field officers.	Controller of Purchase	Full powers	29	For fixing the ceiling prices including stitching charges for various items of uniforms/ Liveries to be purchased & supplied by the field officers.	C.E.	Full powers

S. No	Nature of Powers	Delegation (MPSEB)		S. No	Nature of Powers	Delegation (MPPTCL)	
		Authority	Limit			Authority	Limit
76	To sanction ex-gratia payment to the legal heirs in the event of death of a stranger due to electrocution.	Member concerned with the concurrence of F.M.	Upto Rs.4000/- in each case.	30	To sanction ex-gratia payment to the legal heirs in the event of death of a stranger due to electrocution.	C.M.D.	Upto Rs.15000/- in each case
84	Payment of Cancellation charges of Railway/Air tickets for the Chairman, Members, and Officers and guests whose tickets are purchased from Secretariat Imprest.	Joint Secretary (S)	Full powers	31	Payment of Cancellation charges of Railway tickets	HODs	Full powers
85	Nomination of Board's officers on various committees	Chairman	Full powers	32	Nomination of Company's officers on various committees	C.M.D.	Full powers
86	To sanction claims of retrenchment compensation payable under the MP Industrial Relations Act, 1960 as per provisions under chapter V-A of Industrial Dispute Act, 1947 and also the claims of compensation payable under Workmen Compensation Act, in respect of fatal accident of the employees working under them for whom they are empowered to appoint.	C.E./ Secy./ Jt. Director (Accounts) Dy. C.E./ S.E./ D.E.	Full powers Full powers	33	To sanction claims of retrenchment compensation payable under the MP Industrial Relations Act, 1960 as per provisions under chapter V-A of Industrial Dispute Act, 1947 and also the claims of compensation payable under Workmen Compensation Act, in respect of fatal accident of the employees working under them for whom they are empowered to appoint.	C.E. / Secy. / Addl. Secy./ Jt. Secy./ Jt. Director (Accounts) Addl. C. E. S.E./ E.E.	Full powers -do- -do-