



**HARYANA POWER GENERATION CORPORATION LIMITED**  
**Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA**  
(ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)  
Corporate Identity Number: U45207HR1997SGC033517  
Website: [www.hpgcl.org.in](http://www.hpgcl.org.in) E-mail: [bb.gupta@hpgcl.org.in](mailto:bb.gupta@hpgcl.org.in)  
Tel. No. 0172-5022421 Fax No. 0172- 5022412



From

Controller Finance,  
HPGCL, Panchkula.

To

1. All Chief Engineer's in HPGCL at Projects/Panchkula.
2. Controller of Accounts, HPGCL, Panchkula
3. Company Secretary, HPGCL, Panchkula.
4. Chief Accounts Officer, HPGCL, Panchkula.
5. All FA&CAO's in HPGCL at Projects/Panchkula.
6. All Superintendent Engineer's in HPGCL at Projects/Panchkula
7. The Legal Remembrance, HVPNL, Shakti Bhawan, Panchkula.
8. Dy. Secretary/General, HPGCL, Panchkula.
9. Dy. Secretary/Estt., HPGCL, Panchkula.
10. Dy. Secretary/Tariff, HPGCL, Panchkula
11. All Sr. Accounts Officer's in HPGCL at Projects/Panchkula.
12. All Under Secretary's in HPGCL.
13. All Administrative Officers in HPGCL.
14. All Accounts Officer's in HPGCL at Projects/Panchkula.

Memo. No. /CF/HPGCL/FIN-43 - 428 Dated: 19.01.2017

**Subject: Revised Delegation of Powers, 2016 of HPGCL.**

A copy of notification No. 353/CF/HPGCL/FIN-43 dated 19.01.2017 containing Revised Delegation of Powers, 2016 of HPGCL is sent herewith for implementation.

This issues with the approval of Board of Directors, HPGCL, Panchkula in its 108<sup>th</sup> meeting held on 21.12.2016.

The same is also available at HPGCL website [www.hpgcl.org.in](http://www.hpgcl.org.in)

DA/ as above

Sr. Accounts Officer/Finance,  
for Controller Finance,  
HPGCL, Panchkula

Endst. No. 428 /CF/HPGCL/FIN- 43

Dated: - 19.01.2017

Copy of the above is forwarded to the Executive Engineer/ IT, HPGCL, Panchkula with the request to upload the same on the HPGCL web site. pl.

Sr. Accounts Officer/Finance,  
for Controller Finance,  
HPGCL, Panchkula

CC:

1. Sr. PS to Principal Secretary to Govt. Haryana/Power-cum- Chairman, HPU.
2. Sr. PS to Managing Director, HPGCL, Panchkula.
3. Sr. PS to Director/Technical, HPGCL, Panchkula
4. Sr. PS to Director/Generation, HPGCL, Panchkula.
5. O.S.D. to Managing Director, HPGCL, Panchkula.
6. PA to Controller Finance, HPGCL, Panchkula.



# Haryana Power Generation Corporation Limited

---

---



## Delegation of Powers, 2016

---

---



**Office of: Controller Finance, HPGCL**  
**Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula**

 <p><b>HPGCL</b> AN ISO 9001:2015 &amp; ISO 14001:2015 CERTIFIED COMPANY</p>	<p><b>HARYANA POWER GENERATION CORPORATION LIMITED</b>  <b>Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA</b>          (ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)          Corporate Identity Number: U45207HR1997SGC033517          Website: <a href="http://www.hpgcl.org.in">www.hpgcl.org.in</a></p>	
---	---	---

## PREFACE


Consequent upon segregation of composite Punjab and coming into being of Haryana State Electricity Board on 02.05.1967 the "Financial Delegation of Powers" in vogue in the composite Punjab State Electricity Board was adopted by the Haryana State Electricity Board during May, 1967. The Financial Delegation of Powers was revised /published during the year 1988 and then revised during the year 1991. HPGCL came into existence on 14.08.1998 after unbundling of erstwhile HSEB and was following the ibid Delegation of Powers.

Further HPGCL has approved its Financial Delegation of Powers vide notification No. 113/HPGC/FIN/COST/ F-50 dated 20<sup>th</sup> September, 2006 which are presently being followed in HPGCL. Now in order to have pace with changed market scenario, inflationary trend over a decade, HERC & other statutory regulations, e-procurement system, to exercise check and balances in procurement of material and services with financial prudence in consistent with the HPGCL Works and Purchase Regulation, 2015, HPGCL Internal Audit Manual 2016 and also with State Government instructions issued from time to time, the Delegation of Powers have been revised as HPGCL Delegation of Power, 2016 considering the recommendation of the Preliminary Committee and Senior Level Committee constituted for the purpose. The HPGCL Delegation of Powers, 2016 so prepared has been approved by Board of Directors of HPGCL in its 108<sup>th</sup> meeting held on 21.12.2016.

All though every efforts have been made to incorporate all the amendments and suggestions so far issued/received on the subject and to make the publication up to date yet the discrepancies/ errors or omissions or printing mistakes, if any, shall be approved by the Wholetime Directors, HPGCL.

All other powers which are not specifically provided for in the Revised Delegation of Powers, 2016, shall rest with the Board of Directors of HPGCL only.

**Panchkula**  
**Dated:19.01.2017**

  
 Controller Finance  
 HPGCL, Panchkula



**HARYANA POWER GENERATION CORPORATION LIMITED**  
**Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA**  
(ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)  
Corporate Identity Number: U45207HR1997SGC033517  
Website: [www.hpgcl.org.in](http://www.hpgcl.org.in) E-mail-[bb.gupta@hpgcl.org.in](mailto:bb.gupta@hpgcl.org.in)



## Notification

**No. 353/ CF/HPGCL/FIN-43**


**19<sup>th</sup> January, 2017**



The Haryana Power Generation Corporation Limited hereby delegates the Revised Financial Powers to its officers duly approved by the Board of Directors in its meeting held on 21<sup>st</sup> December, 2016 as contained in the enclosed statements.

The powers delegated in this booklet supersede all the financial powers previously enjoyed by various officers as HPGCL Delegation of Powers, 2006. In case, where powers have not been incorporated in the Corporation" Delegation of Powers, 2016" these shall continue to rest with Board of Directors of Corporation till these are delegated and consequently included in this booklet.

The above notification supersedes all orders/ notification issued from time to time with regards to Financial Delegation of Powers of HPGCL.

**DA/As above**

  
Sr. Accounts Officer/Finance  
for Controller Finance,  
HPGCL, Panchkula

 <p><b>HPGCL</b> HARYANA POWER GENERATION CORPORATION LIMITED 1997-2014</p>	<p><b>HARYANA POWER GENERATION CORPORATION LIMITED</b>  <b>Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA</b>          (ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)          Corporate Identity Number: U45207HR1997SGC033517          Website: <a href="http://www.hpgcl.org.in">www.hpgcl.org.in</a> E-mail: <a href="mailto:bb.gupta@hpgcl.org.in">bb.gupta@hpgcl.org.in</a></p>	 <p>॥ नमस्तता हरिवाणा-वदता हरियाणा ॥</p>
--	--	---

## HPGCL, DELEGATION OF POWERS, 2016

### INDEX

This index has been compiled solely for the reference and to facilitate the user. Expression used in it should not be considered in any way for interpreting the rules and power etc.

Sr. No.	Brief Subject	DoP No.	Page No.
1	For Capital Works on the pre-investment activities for approved Upcoming /New /Expansion Projects.	1	1 & 2
2.	For Capital Works on the existing Projects	2	2 & 3
3	For Revenue Works on the existing Projects	3	3 & 4
4	For non-recurring expenditure chargeable to capital/revenue works where no specific power is prescribed in the DOP.	4	4
5	To sanction deposit works	5	4
6	To sanction the payment of demurrage/ wharfage charges to Railways or Port/ Airport Authority/ Road carrier and similar payments to customs (other than duty) on demand	6	4
7	For maintenance and repairs including residential/ non residential buildings and other civil works	7	4
DOP No. 8 to 20 Deleted			
8	Power to sanction Purchase of Equipments & Stores	21 to 24	5-11
9	Power to sanction work orders by project Offices and Corporate Offices for Works, Repairs and Services.	25 to 41	11-17
DOP No. 27 to 31 , 33, 35, 40 & 41 deleted			
10	Power to sanction expenditure to Contingencies Recurring Contingencies	42 to 45	17-19
DOP No. 46 Deleted			
11	Non- Recurring Expenditure	47 to 64	19-25
DOP No. 52, 65 to 68 Deleted			
12	Compensation for Accidents under Workmen's Compensation Act.	69 to 78	25-27
DOP No. 75 & 77 deleted			
13	Power for Civil Works- Pertaining to other than projects	79 to 83	27-29
DoP 80 & 82 deleted			
14	Annexure- 1		30-55
15	Annexure- 2		56-63

A

### Delegation of Powers for Technical Sanction, Administrative Approvals and Estimate Sanction for various Capital/ Revenue works:

Sr. No.	Nature of work	Authority	Technical sanction	Administrative Approval	Estimate sanction	Conditions
1	<p>For Capital Works on the pre-investment activities for approved Upcoming/ New/ Expansion Projects.</p> <p>(a) Relating to Topographical survey, Socio Economic Survey, Geo Technical Investigations, Detailed Environment Impact Assessment studies, Hydrological studies, Area Drainage study, Seismic Study, Oceanographic study, Railway Siding Study, Water Drawl Study, Geological Mapping, Model studies for preparation of Feasibility Report (FR) etc. and payment of fee/charges for statutory clearances etc. and initial expenses for project establishment &amp; services charges/ fee payable to the State Govt. for land acquisition for New/ expansion of projects including Plants, Township, Transmission system and initial R&amp;R.</p> <p>(b) Relating to development of infrastructure (such as fencing/ boundary wall, drainage, construction power, Hydel channel, construction water, construction stores, construction office, approach road, site protection etc), construction township, initial R&amp;R and other enabling works, site leveling, Green belt, Site Establishment etc. processing and service charges, including advance action for NIT.</p>	<p>Standing Committee</p> <p>Chief Engineer</p>	<p>Full Powers</p> <p>Upto Rs. 10 Lacs in each Case</p>	<p>Full Powers</p> <p>Upto Rs. 10 Lacs in each Case</p>	<p>Full Powers in concurrence with FA&amp;CAO</p> <p>Full Powers in concurrence with FA&amp;CAO</p>	<p>(i) In principle clearance has been obtained from the Board/ CMD for incurring advance expenditure for the concerned new/ expansion of project.</p> <p>(ii) Necessary provision has been made in the Budget.</p> <p>(iii) Copies of all such administrative approval granted by the CEs will be brought to the notice of WTDs.</p> <p>(iv) Expenditure shall be incurred only after obtaining financial approval from the competent authority as prescribed in the respective DOP.</p>
		<p>Standing Committee</p> <p>Chief Engineer</p>	<p>Full Powers</p> <p>Upto Rs. 50 Lacs in each Case</p>	<p>Full Powers</p> <p>Upto Rs. 50 Lacs in each Case</p>	<p>N.A</p> <p>Full Powers in concurrence with FA&amp;CAO</p>	<p>The exercise of these powers is subject to following:</p> <ol style="list-style-type: none"> <li>i. Feasibility Report/DPR of the concerned project has been submitted to CEA, wherever applicable.</li> <li>ii. FR/DPR has been approved by the Standing Committee.</li> <li>iii. Project has been identified in the Annual Plan and necessary Budget provision has been made.</li> <li>iv. Approval of the Board has been obtained for the incurrence of advance expenditure.</li> <li>v. Expenditure shall be incurred only after obtaining financial approval from the</li> </ol>

Sr. No.	Nature of work	Authority	Technical sanction	Administrative Approval	Estimate sanction	Conditions
						competent authority as prescribed in the respective DOP. vi. Total Expenditure against all works and purchases under this item shall not exceed the amount of expenditure sanctioned by the Board. vii. If the total commitment at any time exceeds the powers delegated at a level, the approval of next higher level shall be obtained. viii. Detailed estimate shall be prepared by the executive authority as per the instructions of the corporation indicating the past references if any.
	(c) Towards land acquisition including of R&R compensation as per the demand letter issued by the Central/ State Govt. authorities.	Chief Engineer	Full Power	Full Power	N.A	In all cases, payment towards land acquisition shall be made subject to in-principle land and water commitment from the State Govt. and release of land boundaries drawings as per general layout plan.
	(d) On construction/ alteration of new residential/ non residential buildings/ project building.	Standing Committee Chief Engineer	Full Powers Upto Rs. 20 Lacs in each Case	Full Powers Upto Rs. 20 Lacs in each Case	N.A Full Powers in concurrence with FA&CAO	Such powers will not be exercised for providing additional rooms to existing buildings in contravention of the latest approved type design.
2	<b>For Capital works on the existing projects.</b>					
	(a) Works approved in the Capex./ Business Plan by HERC.	Standing Committee Chief Engineer	Full Powers	Full Power Rs. 10 lacs	Full Power Full Powers in concurrence with FA&CAO N.A	
	(b) For T&P including special T&P other than motor vehicle.	Standing Committee Chief Engineer	Full Power Upto Rs. 5 lacs in each case	Full Power Upto Rs. 5 lacs in each case	Full Power Full Powers in concurrence with FA&CAO	(i) The total project cost does not exceed the provision in the project estimate for the sub-head to which the particular work belongs.

Sr. No.	Nature of work	Authority	Technical sanction	Administrative Approval	Estimate sanction	Conditions
						(ii) The approval accorded by the CE and SE does not result into any change/increase in the scope/quantum of the work specifically provided in the project estimates.
	(c) For purchase of motor vehicles.	Standing Committee	Full Power	Full Power	N.A	(i) Where no yardstick exists. (ii) Subject to the condition that the existing vehicles have completed their normal life as per norms fixed by the Corporation.
	(d) Other works not covered under 2 (a,b,c) above.	Standing Committee Chief Engineer	Full Power	Full Power	Full Powers in concurrence with FA&CAO	
3	<b>For Revenue works on the existing projects.</b>					
	(a) For maintenance works on the projects stands handed over to the corporation during construction.	Standing Committee Chief Engineer	Full Power Rs. 20 lacs	Full Power Rs. 20 lacs	Full Powers in concurrence with FA&CAO	Provided that the works are of productive nature. Expenditure is met from within the budget provision under the major/minor head.
	(b) For petty works, carriage and special repairs of T&P and corporation Vehicles, renewal and replacement of existing operation and maintenance work of Thermal/ Hydel.	Chief Engineer	Full Power	Full Power	Full Powers in concurrence with FA&CAO	
	(c) For any new work relating to Operation and Maintenance of the existing Thermal/ Hydel projects.	Standing Committee Chief Engineer	Full Power Rs. 5 lacs	Full Power Rs. 5 lacs	Full Powers in concurrence with FA&CAO	i. Provided that the works are of productive in nature. ii. Expenditure is met from within the budget provision under the major/ minor head.
	(d) For works relating to Scheduled/ Periodical/ Capital/ major or minor overhauling.	Standing Committee Chief Engineer	Full Power Rs.20 lacs	Full Power Rs. 20 lacs	Full Powers in concurrence with FA&CAO	i. Detailed estimate shall be prepared by the executives as per the corporation instructions and keeping in view the estimated and anticipated expenditure.



Sr. No.	Nature of work	Authority	Technical sanction	Administrative Approval	Estimate sanction	Conditions
						ii. In case of new work where the reasonable estimate cannot foresee, the estimate should be prepared in discussions with the contractors after applying prudence check and as per past experiences. A detailed cost sheet shall be prepared during execution of the work for recording and measuring the quantum of work which shall be a reasonable base for the future estimation.
4	For non-recurring expenditure chargeable to Capital/Revenue works where no specific power is prescribed in the DOP.	WTD CE's	Full Powers Rs. 2 lacs	Full Powers Rs. 2 lacs	Full Powers Full Powers in concurrence with FA&CAO	i. Provided that the works are of productive in nature. ii. Expenditure is met from within the budget provision under the major/minor head.
5	To sanction deposit works.	Standing Committee Chief Engineer	Full Powers Upto Rs. 50 Lacs in each Case	Full Powers Upto Rs. 50 Lacs in each Case	Full Powers in concurrence with FA&CAO Full Powers in concurrence with FA&CAO	In case there is variation of works and it exceeds the 10% of the original estimate then the same shall be got approved from the Standing Committee with the detailed analysis and reasoning.
6	To sanction the payment of demurrage/wharfage charges to Railways or Port/ Airport Authority/ Road carrier and similar payments to customs (other than duty) on (a) For coal/ oil rakes. (b) Others than (a) above.	Standing Committee Standing Committee C.E.	Full Power Full Power Rs. 25,000/- in each case	Full Power Full Power Rs. 25,000/- in each case	N.A. N.A. N.A.	Powers are for each case which is to be interpreted as one consignment covered by each Bill of Lading/ RR/ GR. Efforts should be made to register the transporters to reduce the payment towards demurrage/ wharfage charges.
7	For Maintenance and Repairs including Residential/ Non residential buildings and other civil works.	C.E. S.E./Civil	Full Powers Rs. 5 lacs	Full Powers Rs. 5 lacs	Full Powers in concurrence of FA&CAO	

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
8 to 20 Deleted				
<b>POWER TO SANCTION PURCHASES OF EQUIPMENTS &amp; STORES</b>				
21.	(A) To purchase material/ equipment for use on Projects (i) Stock against regular indent.	Competent Authority BoD TSC/ HSC SPC C.E. S.E.	Financial Power (upto Rs.) Full Powers Rs.4 Crore for each case Rs.75 lacs for each case Rs.25 lacs for each case Rs.1 lacs for each case	<p>i) The powers are to be exercised by the competent authority by following normal purchase procedure by inviting E-tenders/NIT. For cases having estimated value of less than Rs. 1 lacs, limited tenders may be called with the approval of C.E.</p> <p>ii) In case of E-tenders as well as limited tenders, enquiry to the approved vendors of the HPGCL shall be sent separately also. The scrutiny of the documents or the qualifying criteria shall not be required for such cases.</p> <p>iii) In case Govt. of Haryana issues specific instructions regarding the competent authority for deciding the cases beyond the specific limit then such instructions shall have overriding effect on the prescribed delegation of powers. <b>(Present instructions are annexed to this DoP as Annexure-1)</b></p> <p>iv) General principles for purchase as defined under Regulation 3 of the HPGCL Works and Purchase Regulation, 2015 beside prudence and proprietary checks shall be observed by the indenting and purchasing authority.</p> <p>v) Purchases from firms registered with DGS&amp;D will be made as per Regulation 6.5 of HPGCL Works and Purchase Regulation, 2015.</p> <p>vi) In case where the eligible tenders are less than three approval of the next higher authority shall be required.</p> <p>vii) For procurement of proprietary items without calling NIT from Public Sector Undertaking BHEL, SAIL, OEM/OES including from Govt. agency, shall be made as per Regulation 6.7 of the HPGCL Works and Purchase Regulation, 2015. However approving authority will ensure the reasonability of rates. Only such authorized dealer/ distributors/ sub vendors shall be considered under OEM/OES category who are exclusively authorized by the main OEM/OES to quote on their behalf.</p> <p>viii) The financial value of the case shall be considered inclusive of taxes and duties for ascertaining the competent authority in the DOP.</p> <p>ix) Repeat/ additional order for supplies: In case any unforeseen/ new requirement of any item arises at a later stage for which a Purchase Order has already been placed and normal processing of the case is likely to delay the procurement and adversely affect the work then a repeat order may be placed on the firm for the additional</p>

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
				<p>requirement subject to the followings:</p> <p>(a) The date of repeat order will not be more than three months after the completion of the original order.</p> <p>(b) A reasonable assessment and certification by the recommending authority that there has been no downtrend in the prices. Purchasing authority shall ascertain the reasonability of the rates before placing the repeat order.</p> <p>(c) Repeat order shall not be a effect of the splitting of quantity to avoid the approval of higher authority.</p> <p>(d) Repeat order shall not be placed more than once.</p> <p>(e) Value of repeat order should not be more than 25% value of original order. However the approval of the next competent authority shall be required in case the total value of the purchase orders including the value of repeat order exceeds the power of the initial approving authority.</p>
ii)	Casual/ Emergency requirements.	TSC SPC  C.E./HoD  S.E.  Xen.	Full Power Rs.10 lacs for each case (Limited to Rs. 100 lacs p.a.) Rs.5 lacs for each case (Limited to Rs. 50 lacs p.a.) Rs.1 Lac for each case (Limited to Rs. 10 lacs p.a.) Rs.20,000 for each case (Limited to Rs. 1 lacs p.a.)	<p>(i) All efforts should be made to procure the material through normal procurement procedure. However the material may be purchased without calling formal quotations but a certificate be recorded that the same has been purchased at competitive / reasonable rates after ascertaining the rates orally but before exercising these powers a certificate may be obtained from procurement wing that the material cannot be arranged within the stipulated period of requirement and no purchase order/ purchase proposal is in pipeline for the requisite material.</p> <p>(ii) Petty cash purchases may be made as per the procedure defined in the Regulation 6.9 of HPGCL Works and Purchase Regulation, 2015.</p> <p>(iii) Executive (User) shall define the emergency in detail in the purchase proposal.</p> <p>(iv) Non-availability certificate is to be obtained from main store as well as from all the sub stores of the project before purchasing the materials.</p> <p>(v) A certificate should be recorded by the indenting agency that the indented item is not covered under any Guarantee/ Warrantee.</p> <p>(vi) For exercising powers of SPC/ C.E., the C.E. shall constitute a committee consisting of S.E., Xen. and Sr.A.O. for ascertaining reasonability of rates.</p> <p>(vii) SE shall exercise his power through a committee of Xen./AE/AEE and A.O. constituted by him.</p> <p>(viii) Executive office (user) has to submit the utilization certificate of the material procured under emergency within one month of the procurement to the Store Division and Finance office.</p> <p>(ix) Annual financial ceiling shall be considered as per financial year. Competent authority (S.E./Xen) shall maintain its office record to observe the financial annual</p>

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
				<p>ceiling. In case where approving authority is SPC/C.E., respective Xen/works or any other office authorize for the purpose by the C.E., shall maintain such record under supervision of C.E.</p> <p>(x) In case the annual financial ceiling of any authority exceeds due to unavoidable reasons in the interest of the plant, then the procurement shall be made under the power of next higher authority. In case overall ceiling of the project as a whole exceeds then the same shall be got regularize by the C.E. from the TSC immediately.</p>
	(iii) Purchase through Single Tender.	BoD TSC SPC	Full Power Upto Rs.50 lacs Upto Rs.10 lacs	<p>(i) This power will be used in exceptional circumstances only for the purpose of R&amp;D etc. The material shall be purchased as one time measure. Drawings, metallurgy and other specifications shall be obtained at the time of purchase to avoid proprietary purchase in future.</p> <p>(ii) Except for an item which the Corporation may specifically reserve for purchase from a particular supplier, no purchase shall be made on single tender basis by selecting any particular supplier, even if he is appearing on the Corporation's list of approved suppliers.</p> <p>(iii) Provided that in very exceptional circumstances of an emergent nature, the purchase may be made on a single tender by dispensing with the open/ limited tendering procedure subject to the reasons being recorded in detail.</p>
	(iv) To approve Rate Contract for purchase.	BoD TSC SPC	Full Power Rs.4 crore for each item. Rs.50 lacs in each item.	<p>(i) Every effort shall be made to minimize the inventory and to maximize the procurement through contract.</p> <p>(ii) C.E of the respective project shall explore the possibility of purchasing various items at rate contract.</p> <p>(iii) In case of the common items used at all the projects of HPGCL, rate contract can be placed, WTD shall decide the purchasing authority (project) for a particular item.</p> <p>(iv) Indent will be placed by respective users to the purchasing authority of the indented item with the approval of respective C.E for procurement as per requirement from time to time.</p> <p>(v) The office of S.E/ MM &amp; Stores of the purchasing authority (Project) shall issue NIT with the approval of concerned CE for the items for which the rate contract is to be fixed.</p>

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
				<p>(vi) Rate contract shall be made project wise and centrally for the common items used at more than one project.</p> <p>(vii) The rates of the item shall be fixed for a financial year or for a specified period. However, purchasing authority shall keep reviewing the reasonability of rates with the latest market trends during the currency of the contract.</p> <p>(viii) If during the currency of any rate of contract at any location of HPGCL, any requirement of such item arises from any other location later on then the same can be procured under the said rate contract without initiating fresh purchase proposal subject to the condition that the quantity variation of the rate contract does not exceed 10%.</p> <p>(ix) In case due to quantity variation or otherwise the value of the rate contract exceeds 10% of the contracted value; approval of the next higher authority shall be required.</p> <p>(x) For this DOP only purchase proposals shall be prepared and considered on item wise basis instead of case wise.</p>
	(v) To purchase required quantity of indigenous coal/ imported coal from Coal India Ltd. or its subsidiaries.	S.E.'s	Full powers	As per approved Fuel Supply Agreement.
	(vi) To purchase required quantity of indigenous/ imported coal other than (v) above.	BoD	Full Power	As per the terms of NIT approved by the BoD. In principle approval of HERC and the MD's coordination committee shall also be required for procurement of imported coal.
	(vii) To purchase required quantity of Furnace oil/ LSHS/ LDO/HSD/Petrol for use in main plant and pumping station situated in plant/ colony area.			Limited tender enquiries shall be issued to Govt. PSUs. for Procurement. Existing petrol pumps installed in HPGCL premises shall be maintained only by those PSUs to whom that petrol pump belongs.
	(a) If purchase from public sector undertaking like IOC, HPC, BPL etc.	SPC	Full power	
	(b) if purchases other than above.	TSC	Full Power	
	(viii) To purchase required quantity of petrol/ diesel/ any other petroleum product from pumping station for vehicles used in HPGCL.	SPC C.E.	Full Power Rs. 3.00 lacs per month	The pumping station from where the purchases will be made shall be decided in a transparent manner by calling limited enquiry at the terms and conditions duly concurred by the finance wing. <b>Note:</b> The similar power shall be exercised at corporate office by C.E./Admn. or any other officer designated as controlling officer for the same by M.D., and the respective SPC.
	(ix) For repair of vehicles including purchase of spares for vehicles other than earthmoving machinery including locomotive.			Reasonability of the rate shall be ascertained through a committee of three officers consisting of S.E./Xen, Xen/A.E.E. and Sr.A.O./ A.O constituted by the C.E./ next higher authority for the purpose.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
(a)	In case purchases/ repair is made from OEM/ authorized dealer.	C.E./ HOD S.E. incharge Xen incharge	Full powers Rs.1.00 lac at one time Rs.25,000/- at one time	<p><b>Note:-</b></p> <p>(i) Competent authority shall apply the prudent check before incurring any expenditure keeping in view the running of vehicle, useful life of vehicle and also the statutory norms if any.</p> <p>(ii) The total annual financial ceiling of incurring such expenditure with the approval of any competent authority at a project/ corporate office shall be Rs.15 lacs inclusive of taxes. Xen incharge shall maintain a vehicle wise record of the total repair and purchase of spares made at a project on all the vehicles.</p> <p>(iii) In case overall ceiling of the project/ corporate office as a whole exceeds then the same shall be got regularize by the C.E./ controlling officer from the Whole Time Directors of HPGCL immediately.</p>
(b)	In case purchases/ repair are made from open market other than (a) above.	SPC C.E./HoD S.E. incharge Xen incharge	Full power Rs.50,000 at one time Rs.25,000/- at one time Rs.10,000/- at one time	
	<b>(B) Procurement of Medicine for HPGCL Dispensary/ Health Centers:</b>		Full Power	Procurement shall be made centrally for the requirement of HPGCL as a whole as per the instructions of the corporation. The power shall be exercised by the committee of officers of the Station authorize for the centralized purchase.
(i)	In case where the purchases are made other than rate contracts as mentioned at (ii) below.	Medicine Purchase Committee	Full Power	Procurement shall be made as per normal purchase procedure i.e. through NIT/ e-tender. Corporation/ Haryana Govt. guidelines should be kept in view while making such purchases. It should be ensured that the Shelf life of the medicine should not be less than 75% of the useful life of that medicine.
(ii)	In case purchases are made at the approved rate of contract.	Medicine Purchase Committee C.E. S.E. CMO/SM	Full Power Rs.10 lacs in each case Rs.5 lacs in each case Rs.2 lacs in each case	All out efforts shall be made to procure the medicine from the rate contracts in the following orders: (i) Haryana Rate Contract/ Rate Contract of Haryana Medicine Service Corporation Ltd./DS&D Haryana. (ii) ESI/ Hospital Rate supply Contracts. (iii) PGI, Rohtak Rate Contract. (iv) Procurement from Govt. agencies/ CPSU.
(iii)	To sanction local purchase of medicines in case of urgency.	CMO SMO M.O.	Rs.5,000/- Rs.2,500/- Rs.1,000/-	Powers are for each case. Provided that medicines are not available in the stock at the time of local purchase. Annual purchase of medicine should not exceed Rs.2 lac for each station. Purchases shall be made after ascertaining the reasonability of rates and keeping in view the Haryana Govt. guidelines regarding remaining shelf life of the medicine at the date of purchase etc.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
22.	To sanction advance payments.			vi) Medicine of regular use should be purchased through normal purchase procedure as per DoP 21.
(i)	To sanction advance payment for the purchase of material from CIL, SAIL, IOC, Railway and similar other Govt. undertakings.	SPC/C.E	Full Powers	
(ii)	BHEL, SEC, ILK, other Central / State Govt. undertakings.	SPC/CE	Up to 10% of the ordered value without Bank Guarantee	WTD may consider any relaxation as per the merit of the case.
(iii)	Non-Govt. concerns but for proprietary items / original equipments manufacturer.	SPC	Up to 10% of the ordered value against Bank Guarantee	
(iv)	To sanction advance payment to Govt. manufacturing / Non-Govt. Manufacturing firms, original equipment / supplier for availing services of Engineers / Supervisors against annual (or short terms) contracts for equipment installed at Thermal Power Station.	Director/ Finance	Upto Rs. 2.00 lac without Bank Guarantee	
23 A.	To sanction the payments of insurance premium for: (i) Plant equipment (Mega policy, Standard Fire and Peril Policy) (ii) Material purchased for stock or works (open transit policy) (iii) Transit insurance for material/ equipment sent for repair (iv) Public Liability /insurance and any other statutory insurance cover is to be taken by the Corporation. (v) Insurance of Vehicles.	C.E./HoD S.E.	Full powers Rs.25,000/- in each case	(i) Insurance shall be taken as per policy of the Corporation. (ii) NIT/ Limited enquiry shall be floated for competitive rates. (iii) In case of Single tender the power of S.E./C.E./ HoD shall be exercised by SPC.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
23 B	To sanction any other payment of insurance premium required to be made as per the decision of the corporation for the insurance policy to cover any other risk of the corporation or its Directors or employees.	WTD	Full Power	
23 C	To sanction the hedging charges for covering the variation in foreign exchange.	WTD	Full Power	Hedging can be obtained from the reputed bankers or NBFCs after exploring the open market through limited enquiry or orally and after applying prudent check.
24.	To draw the material from stores or manufactured articles for which due provision has been made in a sanctioned estimate.	AE/AEEs/ Section Officer/ Safety Officer/ Fire Officer/ Admin. Officer/ Medical Officer/ Chemist/ CLWO/PA/ PS	Full powers	Subject to the limit of provision for respective items in the sanctioned estimate or budget allotment whichever is less.

**POWER TO SANCTION WORK ORDERS BY PROJECT OFFICES AND CORPORATE OFFICE FOR WORKS, REPAIRS AND SERVICES**

25 (a)	To accord approval for issue of work orders for all type of services (coal agent, third party coal sampling, hiring of vehicles, engagement of manpower, engagement of professionals and consultant for technical services/ works etc.), works and repairs including any type of overhauling.	BoD	Full powers	
		TSC	Rs.4 Crore.	i) For BHEL and other Govt./Semi Govt. Undertakings/ SPC/CE/SE may exercise powers on single quotations basis.
		SPC	Rs.50 lacs	ii) Remarks given at DOP 21(i) wherever applicable shall be mutatis mutandis applicable for exercising these powers also.
		C.E./HoD	Rs.10 lacs	iii) Executive agency shall certify that the proposed work is not covered under any other contract/ work order and does not fall under any workmanship Guarantee/Warrantee.
		S.E.	Rs. 2 lacs	iv) Executive agency should initiate the proposal for works or repairs well in time as per the timeline issued by the corporation.
		Xen.	Rs.50,000/-	v) In case of overhauling prior in principle approval of the TSC shall be required for the works to be carried out during the proposed overhauling.
				vi) Appropriate record of the running hours and the works executed in the previous overhauling shall be maintained for future references. Competent authority shall refer such record at the time of according approval of such work.
		vii) A detailed note shall be placed before the WTD about the overhauling immediately after its completion indicating therein expenditure incurred viz-a-viz budgeted expenditure, unused material and the pre and post performance parameters.		



Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
25 (b)	To accord approval for issue of work order for service/repair from original equipment manufacturer/ suppliers or their authorized agency.	BoD TSC SPC C.E. S.E.	Full Power Rs. 4 crore Rs.25 lacs Rs.5 lacs Rs.1 lacs	<p>viii) Detailed estimate shall be prepared by the executives as per the corporation instructions for the proposed work. PQR and NIT terms and conditions should also be as approved in the HPGCL Works and Purchase Regulation, 2015.</p> <p>ix) In case of new work/ overhauling work where the reasonable estimate cannot foresee, the estimate should be prepared in discussions with the contractors after applying prudence check and best judgments as per past experiences.</p> <p>x) A detailed cost sheet shall be prepared during execution of such work for recording and measuring the quantum of work which shall be a reasonable base for the future estimation.</p>
25 (c)	To accord approval for issue work orders of services/ works/repairs as referred under 25(a) above (under emergent conditions).	TSC SPC  C.E./HoD  S.E.  Xen	Full Power Rs.10 lacs in each case subject to ceiling of Rs.100.00 lacs p.a. Rs. 5 lacs in each case subject to ceiling of Rs.20.00 lacs p.a. Rs. 1 lacs (in each case) subject to ceiling of Rs.5.00 lac p.a. Rs. 10000 (in each case) subject to ceiling of Rs.1.00 lac p.a.	<p>For repairs of jobs/equipments from the manufacturers like BHEL, SEC China, Siemens, L&amp;T, BEML, Escorts, Kirloskar, Philips, Keltron, Otis, IIL, KG Khosla, Diesel Loco Northern Railway and to engage consultancy for Engg./Supervisory services from them or through their authorized agents after satisfying the reasonability of rates</p> <p>Ordinarily normal works and procurement procedure is required to be followed for repairs/ services work. However the powers may be exercised without calling formal quotations in case of emergency (term 'Emergency' is to be defined in detail by the Executive in the proposal). A certificate should be recorded that the work/repairs are being got done through available contractors on the basis of verifying the reasonability rates.</p> <p>(i) For exercising powers of SPC/CE, the CE shall constitute a Committee of three officers consisting of one SE/one Xen. and a Sr. A.O. for verifying reasonable rates. SE shall exercise his power through a committee of Xen./AE/AEE and A.O. constituted by him.</p> <p>(ii) Executive agency shall certify that the proposed work is not covered under any other contract/ work order and does not fall under any workmanship Guarantee/Warrantee.</p> <p>(iii) Annual financial ceiling shall be considered as per financial year. Competent authority (S.E./Xen) shall maintain its office record to observe the financial annual ceiling. In case where approving authority is SPC/C.E., respective Xen/works shall maintain such record under supervision of C.E.</p> <p>In case the annual financial ceiling of any authority exceeds due to unavoidable reasons in the interest of the plant, then the work shall be got done under the power of next higher authority. In case overall ceiling of the project as a whole exceeds then the same shall be got regularize by the C.E. from the Whole Time Directors of HPGCL immediately.</p>

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
26.	To sanction testing charges for testing of coal, oil, water samples, pollution control levels, soil testing, Boiler inspection fees, Electrical inspection fees, pollution control fees, tools and tackles fees etc..	M.D. CE SE	Full Power Full powers Rs.20,000/-	<p>(iv) Petty repair works can be got done through cash payments as per the procedure defined in the Regulation 6.9 of HPGCL Works and Purchase Regulation, 2015.</p> <p>(v) Remarks given at DOP 21(ii) wherever applicable shall be mutatis mutandis applicable for exercising these powers also.</p> <p>Other than below.</p> <p>i) Subject to the condition testing is got done from Govt./Semi Govt. Test Houses or any other lab from the approved list of HPGCL.</p> <p>ii) Cash payment should be permissible for testing charges upto Rs.10,000/- in each case.</p>
<b>27 to 31 Deleted</b>				
32. (i)	To sanction sale of articles on the stock accounts on book value plus usual charges of 10%	TSC SPC C.E.s	Full Powers Rs.10 Lacs in each case Rs.5.00 lacs in each case	<p>(i) Certificate shall be recorded by the original indenting department that the stock item is surplus or unserviceable and not require in near future.</p> <p>(ii) These powers are to be exercised preferably for sale of material to Govt. and semi Govt. Institutions and to such consumers who might need it in connection with the completion of Corporation work except imported items, which are to be disposed off with the approval of the WTD.</p> <p>(iii) 100% advance along with taxes and duties shall be taken from private firms and shall be sold on "as is where is basis".</p> <p>(iv) SE/MM&amp;Store shall put up the case for approval of the competent authority and issue sale order. In case any item is available at site and is to be sold then the same shall be first returned to main store through SRW.</p> <p>(v) The addition of 10% and 100% advance may be relaxed by the WTD as per the merit of the case.</p>
32 (ii)	To sanction sale of surplus/ dead/ obsolete/ unserviceable items on the store/ T&P accounts through NIT/ e-auction.	WTDs Disposal Committee	Full Power Rs.50 lacs each lot	<p>(i) The item proposed for sale has declared surplus/ dead/ obsolete/ unserviceable and surveyed off/ written off as per the procedure given in DOP 34.</p> <p>(ii) The surveyed off/ written off items shall be disposed off through NIT/ e-auction through MSTC or as decided by the Nigam from time to time.</p> <p>(iii) The reserve price shall be determined by the disposal committee consisting of C.E., FA&amp;CAO and senior most S.E. at station and concerned S.E.</p> <p>(iv) The Disposal Committee and WTDs are authorized to dispose off the scrap where the highest bid is lesser by 5% as proposed under Para-II of the Memorandum.</p> <p>(v) Sale order shall be finalized by S.E./MM &amp; Store in favour of highest bidder after approval of competent authority.</p> <p>(vi) In case the item could not be sold in first attempt then the item may be covered in next tenders.</p>

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
				(vii) After following due procedure if sale order could not be finalized then the above disposal committee may declare these items as scrap and shall be transfer to the scrap yard after assessing its nature. However the decision of the WTD's in this regard taken in its meeting held on 8 <sup>th</sup> November 2012 shall also be taken into consideration. <b>(Copy of the decision along with memorandum is annexed to the DoP as Annexure-2).</b>
32 (iii)	To sanction sale of grass, sarkanda, trees, silt, stone or other produce in the corporation land.	C.E.	Full power	Mode of sale shall be NIT or auction.
32 (iv)	Disposal of material like wooden scrap, empty containers, Old record/ Newspaper/ Card board, cenosphere, stone/ boulders etc. born on book without value.	C.E.s S.E.s Xens	Full Powers Rs.25,000/- Rs.5,000/-	Mode of sale shall be NIT or auction. Sale price is to approved by CE's in consultation of FA&CAO/Sr. A.O. Instructions of the Corporation/ State Govt. should be kept in view before disposal of the old record.
32 (v)	To sanctions sale of Fly Ash.	TSC C.E.	Full Powers Full Power	For lifting of the Dry Fly Ash on Cash and Carry basis at the approved rates of the Corporation considering the accumulation of fly ash as well as lifting and requirement of the long term contractors.
	To sanction lifting of Pond Ash/ Wet Ash	C.E.	Full Power	After ensuring that: (i) No financial burden shall arise on HPGCL in any shape except those statutory / other financial obligations arises out of MoE&F guidelines /directions. (ii) The compliances of various statutory laws/ obligation including pollution norms.
<b>33. Deleted</b>				
34.	To declare stores/T&P surplus unserviceable or obsolete & its survey off.	TSC WTDs Disposal Committee Chief Engineer S.E.	Full powers Rs.2 Crore Rs.5 lacs Rs. 2 lacs each case Upto Rs. 1.00 lacs.	(i) Powers are for each item i.e. the quantity lying in single store code. (ii) S.E./ MM & Store shall review its stock periodically and submit the position of non moving/ slow moving items for consideration of C.E. who will refer the same to a committee of officers consisting of S.E./MM& Store, Xen Store, Concerned S.E. & Xen (unit to which the item relates) and Sr. A.O. for consideration and declaring the items as surplus/ dead/ obsolete/ unserviceable. (iii) The above committee shall physically check each and every item available in stores which is not being used for the last five years and shall confirm that the said item shall not be required in future for running of any units or for the execution of any work of corporation in foreseeable future and is beyond repair/ service/ renovation before such declaration. (iv) S.E./MM& Store shall also circulate the list of such item declared as surplus/ dead/ obsolete/ unserviceable to all nearby power stations for exploring their use by them.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
				<p>(v) When even after wide circulation of such item to other power stations no user is coming forward within 6 months, then these items can be survey off/ written off as per their book value by the competent authority.</p> <p>(vi) Provided the provision of para 4.40 of PWD code are complied with and it is certified that the material declared surplus will not be required for the execution of any of the Corporation works in the foreseeable future and the material declared as unserviceable or obsolete is beyond repairs or renovation.</p> <p>The authorities sanctioning the write off shall satisfy themselves that loss has not resulted from excess or injudicious purchases of stores.</p>
<b>35. Deleted</b>				
36.	To sanction dismantlement of temporary building and structures when the purpose for which their construction undertaken, had been fulfilled.	CE	Full powers	
37(a)	To sanction writing off finally the irrecoverable value of stores, T&P articles of Public money cost by fraud or the negligence of individuals or other causes.	Director concerned CE's/HoD	Full powers (in each case) in consultation with Director (Finance) Rs.100,000/- in each case (for irrecoverable loss due to theft of material only in consultation with FA&CAO)	<p>In each case provided:-</p> <p>i) The officer attending waiving off loss will examine whether deptt. Instructions were followed to safe guard the interest of the Corporation or not before waiving off the loss.</p> <p>ii) In case any lapses are observed the defaulter would be identified and action initiated.</p> <p>iii) Report of all such cases would be sent to the WTD's on quarterly basis.</p>
37 (b)	To write off: Articles of T&P, office furniture/ substation equipment / rendered unserviceable through wear and tears.	Standing Committee C.Es/C.E./ Admn./COF/ COA/ FA&CAO S.Es Xens	Full Powers Rs.1.00 lac in each case Rs.50,000/- in each case Rs.20,000/- in each case	
37 (c)	Petty appliances/Lab items such as syringe/needle, B.P. Apparatus, Thermometer, Test Tubes.	C.E. CMO	Full Power Rs. 20,000/- per annum	

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks																																																												
37(d)	Pipettes, glass slides, cover slips and red covers/sheets etc. Condemnation of vehicles.	SMO / MO  CE's	Rs.10,000/- per annum  Full Powers	Before condemnation of vehicle conditions and procedure mentioned at (i) and (ii) below is required to be followed: i) Each vehicle has served its normal period of life and mileage as given below:-																																																												
				<table border="1"> <thead> <tr> <th data-bbox="397 1115 430 1196">Sr.No</th> <th data-bbox="397 846 430 1115">Type of Vehicle</th> <th data-bbox="397 658 430 846">Life</th> <th data-bbox="397 497 430 658">Mileage</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 1115 462 1196">1.</td> <td data-bbox="430 846 462 1115">Jeep/Pick up/car/Jips Van/ Ambulance</td> <td data-bbox="430 658 462 846">7 years</td> <td data-bbox="430 497 462 658">1,60,000 Km.</td> </tr> <tr> <td data-bbox="462 1115 495 1196">2.</td> <td data-bbox="462 846 495 1115">Ambulance</td> <td data-bbox="462 658 495 846">10 years</td> <td data-bbox="462 497 495 658">100000 Kms. After said period / Kms, the vehicle may be used for other purposes.</td> </tr> <tr> <td data-bbox="495 1115 527 1196">3.</td> <td data-bbox="495 846 527 1115">3 ton truck</td> <td data-bbox="495 658 527 846">10 years</td> <td data-bbox="495 497 527 658">320000 kms</td> </tr> <tr> <td data-bbox="527 1115 560 1196">4.</td> <td data-bbox="527 846 560 1115">5/10 ton truck</td> <td data-bbox="527 658 560 846">10 years</td> <td data-bbox="527 497 560 658">480000 kms</td> </tr> <tr> <td data-bbox="560 1115 592 1196">5.</td> <td data-bbox="560 846 592 1115">Two/Three wheeler</td> <td data-bbox="560 658 592 846">10 years</td> <td data-bbox="560 497 592 658">100000 Kms</td> </tr> <tr> <td data-bbox="592 1115 625 1196">6.</td> <td data-bbox="592 846 625 1115">Tractor trailer</td> <td data-bbox="592 658 625 846">15 years</td> <td data-bbox="592 497 625 658">160000 kms</td> </tr> <tr> <td data-bbox="625 1115 657 1196">7.</td> <td data-bbox="625 846 657 1115">Dumper a) upto 20 Ton b) 20 to 50 Ton</td> <td data-bbox="625 658 657 846">08 years 10 years</td> <td data-bbox="625 497 657 658">10000 Hrs. 16000 Hrs.</td> </tr> <tr> <td data-bbox="657 1115 690 1196">8.</td> <td data-bbox="657 846 690 1115">Buses</td> <td data-bbox="657 658 690 846">15 Years</td> <td data-bbox="657 497 690 658">-</td> </tr> <tr> <td data-bbox="690 1115 722 1196">9.</td> <td data-bbox="690 846 722 1115">Loco</td> <td data-bbox="690 658 722 846">25 years</td> <td data-bbox="690 497 722 658">-</td> </tr> <tr> <td data-bbox="722 1115 755 1196">10.</td> <td data-bbox="722 846 755 1115">Pay / wheel loader, JCB, Fork lift and Hydra</td> <td data-bbox="722 658 755 846">7 years</td> <td data-bbox="722 497 755 658">12000 Hrs or the Hrs as prescribed by the manufacturers. Before survey off recommendations of the OEM for the same is required.</td> </tr> <tr> <td data-bbox="755 1115 787 1196">11.</td> <td data-bbox="755 846 787 1115">Bull-dozer</td> <td data-bbox="755 658 787 846">10 years</td> <td data-bbox="755 497 787 658">15000 Hrs. Whichever is earlier</td> </tr> <tr> <td data-bbox="787 1115 820 1196">12.</td> <td data-bbox="787 846 820 1115">Fire tender</td> <td data-bbox="787 658 820 846">10 years</td> <td data-bbox="787 497 820 658">100000 Kms.</td> </tr> <tr> <td data-bbox="820 1115 852 1196">13.</td> <td data-bbox="820 846 852 1115">Excavator/ Poclain/Rock Breaker</td> <td data-bbox="820 658 852 846">12 years</td> <td data-bbox="820 497 852 658">20000 Hrs.</td> </tr> <tr> <td data-bbox="852 1115 885 1196">14.</td> <td data-bbox="852 846 885 1115">Mobile Crane</td> <td data-bbox="852 658 885 846">15 years</td> <td data-bbox="852 497 885 658">25000 Hrs.</td> </tr> </tbody> </table>	Sr.No	Type of Vehicle	Life	Mileage	1.	Jeep/Pick up/car/Jips Van/ Ambulance	7 years	1,60,000 Km.	2.	Ambulance	10 years	100000 Kms. After said period / Kms, the vehicle may be used for other purposes.	3.	3 ton truck	10 years	320000 kms	4.	5/10 ton truck	10 years	480000 kms	5.	Two/Three wheeler	10 years	100000 Kms	6.	Tractor trailer	15 years	160000 kms	7.	Dumper a) upto 20 Ton b) 20 to 50 Ton	08 years 10 years	10000 Hrs. 16000 Hrs.	8.	Buses	15 Years	-	9.	Loco	25 years	-	10.	Pay / wheel loader, JCB, Fork lift and Hydra	7 years	12000 Hrs or the Hrs as prescribed by the manufacturers. Before survey off recommendations of the OEM for the same is required.	11.	Bull-dozer	10 years	15000 Hrs. Whichever is earlier	12.	Fire tender	10 years	100000 Kms.	13.	Excavator/ Poclain/Rock Breaker	12 years	20000 Hrs.	14.	Mobile Crane	15 years	25000 Hrs.
Sr.No	Type of Vehicle	Life	Mileage																																																													
1.	Jeep/Pick up/car/Jips Van/ Ambulance	7 years	1,60,000 Km.																																																													
2.	Ambulance	10 years	100000 Kms. After said period / Kms, the vehicle may be used for other purposes.																																																													
3.	3 ton truck	10 years	320000 kms																																																													
4.	5/10 ton truck	10 years	480000 kms																																																													
5.	Two/Three wheeler	10 years	100000 Kms																																																													
6.	Tractor trailer	15 years	160000 kms																																																													
7.	Dumper a) upto 20 Ton b) 20 to 50 Ton	08 years 10 years	10000 Hrs. 16000 Hrs.																																																													
8.	Buses	15 Years	-																																																													
9.	Loco	25 years	-																																																													
10.	Pay / wheel loader, JCB, Fork lift and Hydra	7 years	12000 Hrs or the Hrs as prescribed by the manufacturers. Before survey off recommendations of the OEM for the same is required.																																																													
11.	Bull-dozer	10 years	15000 Hrs. Whichever is earlier																																																													
12.	Fire tender	10 years	100000 Kms.																																																													
13.	Excavator/ Poclain/Rock Breaker	12 years	20000 Hrs.																																																													
14.	Mobile Crane	15 years	25000 Hrs.																																																													
				<p><b>Note:</b> In case if there are any statutory restriction to ply the particular vehicles in the particular area after a certain life then the same shall also be taken care for surveying off the vehicle. However before surveying off the vehicles its alternate use at other location of HPGCL should be ensured if feasible. Repairing of such vehicles should also be got done keeping in view the statutory restrictions.</p>																																																												

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
				<p>The cost of repairs is not commensurate with the remaining useful life of the vehicles as prescribed above.</p> <p>or</p> <p>ii) A Condemnation Committee of the S.Es and Xens, Incharge of the concerned Divisions shall be constituted by the C.E. for each division to inspect the vehicle jointly with the OEM or its authorized representative.</p> <p>iii) Any case, which is not covered under (i) &amp; (ii) above shall be decided by the Director concerned in consultation with Director/Finance.</p> <p>iv) Any item, which is not covered under (i) above shall be decided with the approval of WTDs.</p>
37(e)	To write off irrecoverable items outstanding in the miscellaneous advances/ unidentified/ untraceable amounts appearing in the books of accounts.	WTDs C.E./COF/COA	Full Power Rs. 10000 each case	<p>Provided that:</p> <p>(i) The amount has been outstanding for more than five years and is further declared as irrecoverable.</p> <p>(ii) Matter should not be subjudiced in any court of law.</p> <p>(iii) Initiating officer shall record that all out efforts were made to recover the said amount but are irrecoverable.</p>
38.	To sanction write off from T&P returns where only part values have been recovered (issued to the parties other than the Corporation employees)	C.Es S.Es Xens	Full powers Rs.20,000/- Rs.5,000/-	<p>i) After conducting detailed enquiries and recording reasons thereto.</p> <p>ii) These powers shall be exercised in consultation with FA&amp;CAO/ Sr. A.O.</p>
39.	To write off actual losses of stock and T&P articles.	WTDs C.E. S.Es Xens AE's/AEE's	Full Power Rs.10,000/- Rs.5,000/- Rs.2,000/- Rs.500 in each case	<p>The competent authority may write off shortages, after conducting detailed enquiry by the concerned Xen. Incharge regarding reasons thereto or justify the shortages.</p>
<b>40 &amp; 41 Deleted</b>				
<b>POWER TO SANCTION EXPENDITURE TO CONTINGENCIES RECURRING CONTINGENCIES</b>				
42.	To sanction contingent expenditure of a recurring nature not otherwise provided in these delegations.	WTDs SPC  C.E.s/COF/COA/HoD S.E.'s/ OSD to MD  Xen./	Full Power 2 lacs (Annual ceiling Rs. 10 lacs) Rs. 1 lacs (Annual ceiling Rs. 5 lacs) Rs.50,000/- (Annual ceiling Rs. 2 lacs) Rs. 5000/- (Annual	<p>The powers will be exercised in respect of the following items:-</p> <ol style="list-style-type: none"> <li>Insurance charges of staff car, trucks and jeeps.</li> <li>Quarterly token tax of cars and vehicles and all other types of taxes, duties and statutory fees.</li> <li>Registration of abbreviated telegraphic addresses.</li> <li>Local delivery charges, postage stamps for the distribution of dak by the P&amp;T authorities / couriers services.</li> </ol>

*[Signature]*

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
		US/General/Dy. Secy. (T&M)/ Sr. A.O./ P.A./P.S. to Directors/ Chief Safety Officer/ Chief Fire Officer/ Chief Chemist	ceiling 25,000/-)	<ol style="list-style-type: none"> <li>5. Hiring of office furniture continuously for more than six months or beyond the close of financial year.</li> <li>6. Getting Photostat copies done from the open market.</li> <li>7. Issuing of advertisement/ corrigendum/ NITs in news paper or any other paper or electronic media with the approval of HoD as per the approved rate of DPR Haryana.</li> <li>8. Addition and alteration to existing telephones provided by the P&amp;T authorities such as provision of extra wire to telephone additional point etc.</li> <li>9. Laboratory chemicals, glass wares, spare for the equipment of chemical laboratory.</li> <li>10. Any other item not specified.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Financial Powers are for each case.</li> <li>2. Items having value more than Rs.5,000/- shall be accounted through stores or through the central agency such as Xen/T&amp;M/ Works as the case may be.</li> <li>3. Petty items of Material/ Services upto Rs. 20,000/- can also be procured without formal quotations as prescribed in Regulation 6.9 of the HPGCL Works and Purchase Regulation, 2015.</li> <li>4. Approving authority shall maintain its record for observing its annual ceiling.</li> <li>5. PS/PA or any other designated officer/ official of any Directorate office can exercise this power with the approval of Director concerned.</li> </ol>
42 A	To sanction purchase of electronic gadgets such as Computers, Laptop, Printers, Desktops, Fax machine, UPS, Mobiles, Pen Drives and other Storage devices etc.	M.D SPC C.E.s/COF/ COA/HoD S.E. Xen/ Sr.A.O./ S.M.O./M.O/Chief Chemist	Full Powers Rs. 10 lacs p.a. Rs. 5 lacs p.a. Rs. 50000 p.a. Rs. 10000 p.a.	<ol style="list-style-type: none"> <li>1. The purchases shall be made as per entitlement of the officer and as per the prescribed norms and guidelines of the corporation/ Govt. of Haryana.</li> <li>2. M.D can exercise its power in concurrence with Director/ (Finance)/ CoF.</li> <li>3. SPC and C.E.s can exercise the power in concurrence with the FA&amp;CAOs.</li> <li>4. Procurements of Computers/ Laptops and other IT products shall be made centrally as per the instructions of the corporation issued from time to time.</li> <li>5. Authorities shall maintain their record for observing the financial ceilings.</li> </ol>
43.	To sanction installation of new telephones.	HOD	Full powers (as per scale approved by the Corporation)	
44.	To sanction posts of part time Class-IV employees whose pay is chargeable to contingencies.	WTDs	Full powers	CEs/SEs may be authorized to sanction posts of part time class-IV employees keeping in view the urgency of the field offices.
45.	To sanction contingent expenditure of recurring nature on the entertainment/ refreshment.	WTDs	Full Power	For regularization of expenditure exceeded beyond the ceiling prescribed below at (a).
(a)	For Director's Office.	CE/Admn.	Rs. 2.50 Lacs P.A.	<b>Note:-</b>
(b)	For Individual Office.	CE's / COF/	Rs. 30,000/- P.A.	1. All out efforts should be made by competent authority to remain within their power.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
		COA/CS Other Heads of Deptt./ OSD to MD	Rs. 15000/- P.A	However, in case if exceeding of power is inevitable and in the interest of corporation then the concerned authority shall get the expenditure regularize from the WTD's in case of (a) and from MD in case of (b).
(c)	For HPGCL's Guest, and other official meetings with the approval of concerned Director.	MD C.E./Admn. C.E./Projects COA/COF	Full Powers Rs. 5 lacs p.a. Rs. 3 lacs p.a. Rs. 25,000/- P.A	
(d)	For Items/expenditure required for organizing/celebration of National functions such as Independence/ Republic day and any other recognized celebration approved by M.D	M.D. Directors C.E./ HoD	Full Power Rs. 2 lacs Rs. 1 lacs	The Power are per occasion.

**46 Deleted**

**NON RECURRING EXPENDITURE**

47.	To sanction non recurring expenditure chargeable to contingencies where no special power is prescribed in the rules/ regulations.	MD SPC C.E.s/COF/ COA/HoD S.E.'s/ OSD to MD Xen./ US/General/Dy. Secy. (T&M)/ Sr. A.O./ P.A./P.S. to Directors/ Chief Safety Officer/ Chief Fire Officer/ Chief Chemist A.E./A.E./ A.O.	Full Power Rs.1 lacs each item Rs. 50,000 each item Rs. 10,000/- each item Rs. 5,000/- each item Rs. 1,000/- each item	<p>The following items may be procured under this power:</p> <ol style="list-style-type: none"> <li>Purchase of locks, fluorescence tubes table lamps and all other articles except office furniture which are being used as office equipment.</li> <li>Purchase of clocks, time pieces, electric fans and heaters.</li> <li>Purchase of articles relating to hot and cold weather arrangement (Purchase of Charcoal glass tumblers, wood, surahis, Gharas, Refrigerator, AE, Water cooler etc.)</li> <li>Purchase of umbrellas.</li> <li>Packing materials for packing parcels sent out of Nigmas Sectt. (Wood, hession, Cloth, nails etc.)</li> <li>Preparation of name plates and office Board and business cards.</li> <li>Purchase of electric goods, call bells, lamps locks, holders wires etc.</li> <li>Other petty purchase of articles required from time to time.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Items having value more than Rs.5,000/- shall be accounted through stores or through the central agency such as Xen/T&amp;M/ Works as the case may be.</li> <li>Petty items of Material/ Services upto Rs. 20,000/- can also be procured without formal quotations as prescribed in Regulation 6.9 of the HPGCL Works and Purchase Regulation, 2015.</li> <li>Approving authority shall maintain its record for observing its annual ceiling.</li> <li>PS/PA or any other designated officer/ official of any Directorate office can exercise this power with the approval of Director concerned.</li> </ol>
-----	---	--	---	---



Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
48.	To sanction cancellation charges of tickets booked in advance for journey by air, bus or rail.	CE/COF/COA/HOD Controlling Officer	Full powers Rs.15000/- p.a. in respect of other officers	
49. (a)	Sanctioning of medical re-imbursment charges of employees / pensioners / family pensioners. (i) Under Relaxation of Rules for taking treatment from any reputed/ specialized Hospitals outside the approved list of Hospital of the corporation.	M.D in concurrence with Finance C.E./Admn. in concurrence with Controller of Finance.	Full powers Upto Rs.3 lacs	(i) On the recommendation of CMO/DMS/ Head of Medical services HPU regarding grant of Emergency certificate. (ii) Concerned C.E. at project/ station shall forward such cases to C.E./Admn. duly recommended by the doctor in charge of the project/ station. (iii) Subject to verification of medical claim by authorities to whom the powers delegated for verification as per instructions lay down by the Corporation. (iv) As per Haryana Govt. Medical Reimbursement Policy/ Corporation medical reimbursement policy.
49 (b)	(ii) Under Normal rule.  Sanctioning of medical advance of employees / pensioners / family pensioners (i) Under relaxation of rules for taking treatment from any reputed/ specialized Hospitals outside the approved list of Hospital of the Corporation. (ii) Under Normal rules.	CE/Admn. CEs/ FA&CAO's/ CAO SEs  Admn. Officer in Thermal Power Station	Full powers Upto Rs.25,000/- in each individual case Upto Rs.15,000/- in each individual case.  Rs. 10,000/- in each individual case	(i) As per the instructions of the Corporation/ Govt. of Haryana. (ii) On verification of the medical claim by the authorities to whom the powers delegated for verification as per instructions lay down by the Corporation. (iii) As per Haryana Govt. Medical Reimbursement Policy/ Corporation medical reimbursement policy.
49 (c)	Sanctioning of medical advance/ claim for treatment of employees met with an accident while performing official duties of O&M of generating stations.	M.D in concurrence with Finance C.E.  C.E./HoD	Full powers  Full Power  Full Power	(i) On the recommendation of SMO/CMO/DMS/ Head of Medical services HPU. (ii) Subject to budget provision. (iii) Employee shall submit a certificate from the Hospital from where the treatment is to be taken indicating there in the nature of injuries suffered and the approximate expenditure of the treatment. (i) Treatment may be taken under emergency from any Non Govt./ unapproved hospitals. (ii) Full reimbursement shall be given for the treatment. (iii) Xen concerned shall certify that the employee has met with the accident while performing his official duties. Adhoc advance up to Rs. 2 lacs as per the circumstances may be released immediately for facilitating the treatment. (iv) Xen and SE concerned shall intimate in this regard to concern C.E., C.E./Admn. and SMO/DMS HPU with a certificate from the Hospital from where the treatment is

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
50.	To sanction the payment of demurrage and warfage charges out of contingencies of the estimates concerned or stock storage as the case may be.	WTD's CE SE's Xen./Dy. Secy./ T&M	Full powers Rs.25,000/- in each case. Rs.10,000/- in each case. Rs.2,000/- in each case.	undergoing to the concerned authority indicating there in the nature of injuries suffered and the approximate expenditure of the treatment. (v) The advance shall be given by placing the amount in miscellaneous advance of the employee. (vi) The employee will submit his medical reimbursement claim duly verified by the concerned Hospital, and countersigned by the DMS/HPU, Panchkula. (vii) Miscellaneous advance shall be cleared accordingly.
51.	To sanction and make purchase of office furniture.	WTDs HoD	Full Power Rs.2 lac for each case	Provided that the articles are purchased at competitive and lowest rates and subject to the condition that: (i) The scale prescribed by the Corporation from time to time is observed. (ii) A total expenditure on the purchase is restricted to the actual provision in the Budget estimate on that account including any increase by re-appropriation. (iii) Power can be exercised by constituting a committee of the officers consisting of representative of user department, store department not below the rank of Xen and one member from finance department. (iv) Every efforts shall be made for the centralized purchase.
<b>52 Deleted</b>				
53.	To sanction rent of building and land hired for office, guest house and store accommodation.	WTD CE/Admn. HoD's	Full Powers Rs.20,000/-p.m. for HQ. Rs.20,000/- p.m. for office subordinate to them and their own offices when located other than the Corporation's office.	Subject to the condition that:- (i) Prior administrative approval of the BoD for opening and maintaining guest house is required. (ii) When accommodation is provided in a building partly used as private residence that rent may be calculated proportionately on the basis of plinth area. (iii) Lease is entered into for a period more than one year and the conditions laid down by the Board accommodation, are fulfilled such as non-accommodation certificate, reasonableness of rent etc.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
54 (a)	To sanction expenditure in connection with all sorts of legal cases instituted by the defendant on behalf, including tax cases for which tax consultant are to be engaged, affecting the Corporation including counsel fee, witness, executive of decrees, awards, arbitrators fee, and departmental enquiries cases etc.	Managing Director L.R./ CE/Admn. C.E./ Other HoD	Full Power Upto Rs.50,000/- in each case Rs.15,000/- in each case	(iv) The rent is assessed as per procedure laid down in letter No.Ch-87/MII-72/817-893/MII dated 19.05.1997 from EIC PWD Brach Haryana Chandigarh, adopted by erstwhile HSEB vide office order No.40/GB/M-165 dated 08.01.1998 or any further amendment. (v) The instructions circulated by erstwhile HSEB vide memo No. 77/GB/OA-21 dated 03.04.1987/01.06.1987 or amended thereafter should be observed.
54 (b)	To sanction expenditure in connection with all sorts of professional consultancy and professional retainership contract on financial matters (Chartered Accountants/ Cost Accountants/ Advocate/ Consultancy services from Govt. /Semi Govt./Pvt. Firm/Individual) regarding statutory levies, taxes and duties, actuarial valuation, CENVAT credit, filing of various returns relating service tax, TDS, Excise, custom, remittance of foreign currency payments, tax audit, tax consultant for Income Tax, Sale Tax, GST etc., Audit and utilization and other certificate for various schemes as per the requirement of the financiers or as required for complying with the statutory provisions, preparation of Fixed Assets Register.	WTDs Director Finance COF/COA FA&CAOs/ CAO	Full Powers Rs.5 lacs in each case Rs.3 lacs in each case Rs.2 lacs in each case	1.The appointment of the professionals shall be made by calling limited tender enquiry from the reputed firms. 2.Name of the firms shall be approved by the next higher authorities. 3.Repeat orders can be placed on the existing professionals based upon their past performance on the same rates terms and conditions in the interest of HPGCL and subject to prudence check.
55(a)	To sanction and make local purchase of Stationary.	WTDs SPC C.E.s/COF/ COA/HoD S.E.'s/ OSD to MD Xen./ Under. Secy./	Full Power Rs.1 lacs (Annual ceiling Rs. 5 lacs) Rs. 50,000 (Annual ceiling Rs. 3 lacs) Rs.25,000/- (Annual ceiling Rs. 1 lacs) Rs. 5,000/- (Annual	1.All out efforts shall be made for centralize purchase of the regular use items of the stationery such as paper, file cover, noting sheet and file board etc. 2.Purchases shall be made by following normal purchase procedure. 3.Economy of expenditure shall be observed by the controlling authority while approving the expenditure. 4.Appropriate record should be kept by the office of approving authority for observing its annual ceiling.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
55(b)	To sanction or make local purchase of tonner ink/computer printer ink.	General/Dy. Secy. (T&M)/ Sr. A.O./ P.A./P.S. to Directors/ Chief Safety Officer/ Chief Fire Officer/ Chief Chemist WTD's SPC HoD's/CEs S.Es/ OSD to MD/Sr.A.Os. Xens/ Dy. Secy./ T&M/ AO/ Under Secy	ceiling 25,000/-  Full Powers Rs. 50,000/- in each case (annual ceiling Rs. 5.00 lacs) Rs.20,000/- in each case (annual ceiling Rs. 2 lacs) Rs.10000/- in each case (annual ceiling Rs.40,000/-) Rs.5,000/- in each case (annual ceiling Rs. 20,000/-)	5. Budgetary provision should exist.  1. Competent authority shall observe the usage of the tonner ink/ computer printer ink before purchasing for the new one. 2. Refilling of the tonner ink should be explored. New purchases should be made only after ascertain that the existing cartridge is not refillable. 3. Tonner ink should be purchased keeping in view its economy of scale.
56.	To sanction the purchase of, books/ periodicals/ publications for general use such as time and fare tables and maps for official use.	HoD/CE/ SE(Tech.) /HQ/OSD to MD	Full powers	Provided expenditure on any one book does not exceed Rs.2,500/- excluding postage and beyond that case with the approval of concerned Director.
57.	To purchase cloth and other items of uniforms for summer and winter liveries, safety shoes, other personal protection items for entitled employees.	CE	Full powers	Purchases shall be made by following normal purchase procedure after ascertaining reasonability of rates. Purchases shall be made as per the scale and norms prescribed by the corporation.
58.	To sanction purchase of periodical and news papers required for office use.	CE/Admn.	Full powers for the Corporations office only	

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
		HODs SEs Xen./Sr.A.O./SMO	Maximum Three newspapers/ periodical for their office only Maximum Two newspapers/ periodical for their office only One newspaper/ periodical for their office only.	
59.	To sanction expenditure on account of printing of forms inclusive / exclusive of cost of papers, Log book/ SMBs printing of annual reports and other financial and statutory statements.	WTD's SPC HoD's/CEs SEs/Sr. A.O	Full power Rs.1,00,000/- in each case (annual ceiling Rs. 10.00 lacs) Rs.50,000/- in each case (annual ceiling Rs. 5.00 lacs) Rs.10,000/- in each case(annual ceiling Rs. 20,000)	1. S.Es/Sr.A.O shall exercise their power after getting the requirement approved from the next higher authority. 2. Normal purchase procedure should be followed for observing reasonability of rates. 3. Corporation/ Haryana Govt. guidelines should be followed. 4. Log Book/ SRs/ SMBs should be got printed by single agency centrally and keep its record with the serial number, no. of pages in one book and to whom the same has been issued. Record of the missing book and torn pages should also be kept in record.
60.	To sanction expenditure on book binding through local agencies.	HOD SEs Head of office Dy.Secy/ T&M	Full powers Rs.500/- in each case Rs.250/- in each case Rs.250/-in each case	
61.	To sanction for hiring the typewriters of approved pattern for use in the own offices and offices subordinate to them.	CE/Admn Head of office	Full powers (for head office) Full powers (for their offices and offices subordinate to them)	Upto 9 months in the case of typewriter required for existing offices and upto 12 months in the case of offices set up for the first time, provided the rate paid are not higher than prevailing market rate and decided after calling comparative quotations.
62.	To sanction purchase/replacement of bicycle for the use of the own offices as well as for subordinate offices.	HOD's	Full powers	
63 (a)	To sanction expenditure on supply of electrical energy consumed in the offices, Guest houses,	S.E. project offices Dy.Secy/ T&M	Full powers Full powers	Concerned Executive Engineer shall maintain the record of such consumption and expenditure. Prudence check shall be exercised before verifying such payment. Any

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
63(b)	Field Hostels, Dispensaries, Clubs and any other premises of the Corporation expenditure of which is chargeable to the Corporation. To remit and write off irrecoverable amount of the energy consumed in the HPGCL colonies due to the difference between the billing of Distribution company and revenue recovered from the consumers of the plant colonies after implementation of single metering system.	Hqrs. WTDS C.E.	Full Power Full power if the difference amount is within the permissible range of concessional tariff	abnormality should be pointed out before the approving authority while putting such bill for approval. 1. Appropriate record shall be maintained in the office of C.E. month wise and consumer wise. 2. Initially for making the payment of the monthly bill shall be made with the approval of C.E. 3. Exceptional report shall be submitted by the C.E. to the concerned Director on monthly basis. 4. A standing agenda shall be placed by the C.E. every quarter in the WTD for regularization with a detailed report with stated reasons for unrecovered amounts, action initiated for avoiding the unrecovered amount and proposal for ensuring not repeating of such charges in future.
64 (a)	(i) To sanction all sort of bank charges for remittance/ payment by money order/demand draft or any other mode of payment at Nigam's expenses, for taking loans, LC and BGs. (ii) To sanction payment of bank interest on the borrowings of HPGCL.	Drawing and Disbursing Officer (DDO)	Full powers	1. Prudent checks should be exercise for negotiating the favourable terms of the financiers for levy of bank charges etc. 2. In case such charges are to be borne by any other party as per the contractual terms then if such charges incurred by the HPGCL then the same should be recovered from such party. 3. The interest and other charges are paid after due verification of the computation in accordance to the agreed rates terms and conditions.
64 (b)	To sanction for submitting security in shape of BG/LC to any authority: (i) If BG/ LC is to be submitted as per approved contractual conditions. (ii) If BG/ LC is to be submitted in compliance to the order of any court of law/ statutory body/ Govt./ Semi Govt.	C.E in consultation with FA&CAO M.D in consultation with Director /Finance	Full Power Full Power	Director Concerned shall recommend the case to M.D./HPGCL for submission of any BG/LC.
<b>65 to 68 Deleted</b>				
<b><u>COMPENSATION FOR ACCIDENTS UNDER WORKMEN'S COMPENSATION ACT</u></b>				
69 (A)	To sanction compensation to the Corporation's employee in the course of performance of duty under Workmen Compensation Act.	C.E	Upto the amount admissible under the Act.	Provided that cases in which a doubt to the applicability of act, legal advice be obtained.

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
69(B)	To sanction expenditure in connection with compensation under fatal accident to private persons (Non employee of the Corporation).	C.Es in consultation with legal section	Upto the amount as may be admissible to a workman under Schedule IV of the Workman Compensation Act, 1995 in similar circumstances/ cases.	Monthly wages will be got assessed through State Revenue Authority and Gram Panchayat.
69 (C)	To sanction expenditure on compensation/ ex gratia payment to unauthorized person/ non employee of the Corporation.	WTDs	Rs.50,000/- in the case of fatal accident in each case. Rs.20,000/- in the case of non fatal accident in each case.	Provided that death is prima-facie due to accident arising out of and in the course of employment of the workman.
70.	To allow advance payment of compensation under the Indian Workmen's Compensation Act, in cases of fatal accidents.	C.E.	3 months wages of the workman	Subject to the condition that the scale of fee fixed by State Govt. for various categories of Doctors is not exceeded and necessary essentially certificates are signed and countersigned by the appropriate authorities.
71.	To sanction payment of examination/ treatment fee to the authorized medical attendant.	CE	Full powers	These advances are to be granted subject to the condition that surety of the permanent employee of the Corporation is obtained and advance is recovered from the amount of compensation, if due otherwise in 12 monthly installments from the pay of the incumbent. First installment will be recovered from the next month's salary.
72 (a)	To make advance payment to the injured workmen's to meet the cost of medical assistance which cannot be provided through hospital.	CE	(i) Upto one month's pay including allowances in respect of regular staff. (ii) Upto Rs.1,000/- in case of work charged/ daily wage staff	The concession shall be in addition to any other payment admissible to the dependents under the existing rules/ instructions.
72 (b)	To sanction exgratia grant for cremation etc. to the dependents of the Corporation's employee including work-charged or daily wage who in the discharge of their official duties in obedience to the orders of their superior officers, die as result of fatal accident.	CE	Rs.10,000/- each	

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
72 (c)	To sanction ex-gratia advance payment to the purpose of cremation etc to the breaved families of private persons electrocuted due to defects or other causes in the supply of the electricity of the Corporation payable by Xens Incharge of Division concerned at the spot on demand.	SE	Rs.2,500/- each	The advance payment shall be deducted from the amount of compensation in the case of those who are found to be eligible for compensation later on. In those cases where compensation is not found to be admissible later on, it will not be recovered and shall be treated as final payment.
73.	To sanction lease of canteen attached to the building of the Corporation.	TSC	Full powers	Subject to the condition that lease is granted for a maximum period of 2 years at a time.
74.	To sanction lease of houses land or other immovable property belonging to the Corporation.	TSC	Upto Rs.5 years at a time.	Provided that rent of property should not be less than the standard rent of the area or rent determined by the local revenue authority.
<b>75 Deleted</b>				
76.	To approve execution of securities bonds for the due performance of duties by Corporation's employees.	HoD	Full powers	In the case of Corporation employees to who they are competent to appoint. Security bond shall be executed by the concerned head of office.
<b>77 Deleted</b>				
78.	To sanction advances for house building and purchase of conveyance/marriage advance/ bicycle advance.	CE/Admn. C.E Projects	Full powers (for gazetted as well as Head office staff) Full powers (in respect of other employees working under their control)	Subject to the condition prescribed by the Corporation and the availability of funds earmarked by the Corporation.
<b>POWER FOR CIVIL WORKS – PERTAINING TO OTHER THAN PROJECTS</b>				
79 (a)	To issue work order for the erection of civil works.	TSC C.Es	Upto Rs.4 crore Upto Rs.75 lacs	Subject to the condition that tendered rates are not more than 20% above the prevalent Boards, Haryana schedule of rates including admissible premium in each case.
		S.Es	Upto Rs.20 lacs	Rs.20 lacs when the tendered rates are not more than 10% over sanctioned estimates cost/HSR plus sanctioned premium and non-scheduled items do not exceed 10%, of the estimated cost. In the case of works other than civil works, the tendered amount will not exceed 5% of the estimated cost/Corporation's current of scheduled rates including admissible premium.
		Xens	Upto Rs.3 lacs	Subject to the condition:- a) that the approval of next higher authority is obtained if a tender other than the lowest is to be accepted and also if single tender to be accepted.



Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
79 (b)	To issue work order for work and repair.	S.Es Xens	Rs. 2 lacs Rs. 1 lacs	<p>b) Tender rates are not more than 10% above those contained in the Haryana Schedule of rates including admissible premium or in the sanctioned estimate. In the case of work other than civil works the tendered amount shall not exceed 10% of the estimated cost / Corporation's schedule rate including admissible premium.</p> <p>i) For specific works subject to the condition that rates in excess of the schedule of rates or rates similar work on contract under progress are not allowed and works are awarded to parties actually executing a similar works on competitive tender rates. It should be done against the sanctioned estimates.</p> <p>ii) Funds are available.</p> <p>iii) For smooth functioning of substation and continuity of power supply and mtc. of building etc. subject to the condition that it should be done against the sanctioned estimate and availability of funds vide O/O No.248/REG-155 dated 9.10.1997.</p>
79 (c)	To accord sanction to extra items under contract for civil works.	C.Es S.Es	Full powers Item upto 20% of the contract value subject to a ceiling of Rs.5 lacs for all items whether provided or not in the agreement or schedule of rates.	
79 (d)	To purchase bricks at control rate against specific works.	Xens	In respect of contract accepted by the authority 10% of the contract value subject to a ceiling of Rs.25,000/- for schedule & agreement item and Rs.10,000/- for other items. Beyond this sanction of S.E. would be necessary. Full Powers	

Sr. No.	Nature of Power	To whom delegated	Delegation (in Rupees)	Remarks
<b>80 Deleted</b>	Items required for running of school such as furniture, electrical items, sports items laboratory/ Chemical etc. including prices and organizing functions.	WTDs C.E.'s	Full Powers Upto Rs.200 lacs p.a.	The power will be exercised by 3 members Committee headed by SE/Xen. incharge of School / Xen. Stores / Sr. A.O./A.O.
<b>82 Deleted</b>				
83.	Expenditure required for activities pertaining to Corporate Social Responsibilities such as arranging medical camps, distribution of books etc.	WTD MD C.E.	Full Power Rs. 10 lacs each case Rs. 5 lacs each case	<ul style="list-style-type: none"> <li>(i) The expenditure should be incurred only for the activities as covered under the CSR policy of the Corporation.</li> <li>(ii) Budgetary Provision exists.</li> <li>(iii) Monthly report of the expenditure incurred by respective authorities shall be appraised off to the WTD's with upto date expenditure.</li> </ul>



Government of Haryana  
Department of Industries & Commerce

WID/HPGCL  
Memo No. 17331... Date 31/10/16  
Dir/Tech.  
Dir/Gen. *[Signature]*  
Dir/Fin.  
OSD/Tech.  
SE/Tech. *[Signature]*  
PA

G.O. No. 2/2/2016-4IBII(1)

ORDER

Subject: Haryana State Public Procurement Policy for MSMEs - 2016.

Enabling provisions have been made in the Micro, Small & Medium Enterprises (MSMEs) Development Act, 2006 for the Government to notify preferences and policies for Procurement of Goods & Services produced and supplied by Micro & Small Enterprises to the Govt. Departments/ Agencies from time to time in order to facilitate promotion and development of Micro & Small Enterprises. In this direction, the Ministry of Small Scale Industries, Govt. of India vide its order of dated 23.03.2012 has notified "Public Procurement Policy for Micro & Small Enterprises (MSEs) - 2012"

2. The matter regarding acceptance of GOI Public Procurement Policy for MSEs-2012 for its implementation in the State of Haryana was under consideration of the State Government. The matter was examined and it was observed that the manufacturing Micro & Small Enterprises (MSEs) with their manufacturing facilities based in Haryana (including Khadi & Village Industrial Units) needs to be offered a competitive protection, especially in terms of Tender Fee, Earnest Money Deposit, Performance Security, Past Performance/ Experience, Purchase Preference & Turnover imposed by the procuring Departments/ Govt. Agencies as part of its Qualifying Requirements, so that they become eligible to bid and compete. Further, it was also observed that the manufacturing (newly established/ making first entry into Public Procurement) Medium Enterprises with their manufacturing facilities based in Haryana needs to be offered a competitive protection in terms of Past Performance/ Experience & Purchase Preference imposed by the procuring Departments/ Govt. Agencies as part of its Qualifying Requirements to enable them to participate in Public Procurement.
3. Accordingly, it has been decided to extend special benefits/ concessions to the Haryana based Micro, Small & Medium Industrial Enterprises in the State Public Procurement as under:-

A. Concessions/ benefits to Micro & Small Enterprises (MSEs):-

Sr. No.	Area as part of Qualifying requirements	Concessions/ benefits allowed to MSEs	Eligibility
i.	Tender Fee	Exemption on the payment of Tender Fee subject to fulfillment of conditions as per eligibility	Manufacturing Micro & Small Enterprises (MSEs) (including Khadi & village Industries/ Units) who have filed Entrepreneur Memorandum in Haryana in respect of the quoted items, participate directly in tender and not through any intermediaries (their dealers/ agents/ distributors), will not subcontract to any other firm and to carry the entire manufacturing at their enterprise.  <i>Concerned MSE will be required to submit the copy of Entrepreneurs Memorandum in respect of its category of Micro/ Small issued to the firm by the Industries Department Haryana as part of Technical Bid.</i>
ii.	Earnest Money Deposit (EMD)	Exemption on the payment of Earnest Money Deposit (EMD) subject to fulfillment of conditions as per eligibility	
iii.	Performance Security	90% concession on Performance Security as applicable to other Haryana based firms subject to fulfillment of conditions as per eligibility	
iv.	Turnover	a. Micro Enterprises: Concession of 80% on Turnover condition imposed as qualifying criteria b. Small Enterprises: Concession of 70% on Turnover condition imposed as qualifying	

*[Handwritten notes and signatures]*

No. 15280  
Date 15/11/16  
SE/Admn - *[Signature]*  
CE/Admn. *[Signature]*

ACE  
*[Signature]*  
23/11

**Government of Haryana**  
**Department of Industries & Commerce**

		criteria	
v.	Past Performance & Experience	Exempted in respect of Past Performance & Experience as part of Qualifying Requirements of the tender subject to fulfillment of conditions as per eligibility	Manufacturing Micro & Small Enterprises (MSEs) (including Khadi & village Industries/ Units) who have filed Entrepreneur Memorandum in Haryana and further: (a) Those MSEs have Quality Certification of ISI/ ISO/ AgMark/ Quality Mark issued from competent authority in State or Central Govt. in respect of the items/ goods mentioned in the tender OR/AND (b) Those who are registered with DGS&D/ NSIC /GOI Department/ State Govt. Department/ GOI PSUs/ State Govt. PSUs in respect of the item/ goods mentioned in the tender. The firm will be required to submit the detailed information in respect of above through an affidavit as per the format enclosed as Annexure-I
vi.	Purchase Preference	50% of the total tendered quantity provided quoting price within band of L-1+15% by bringing down their price to L-1 and subject to condition that it agrees to fulfillment of other terms & conditions of the tender and further subject to fulfillment of conditions as per eligibility	

**B. Concessions/ benefits to Medium Enterprises:-**

Sr. No.	Area as part of Qualifying requirements	Concessions/ benefits allowed to Medium Enterprises	Eligibility
i.	Past Performance & Experience	Exemption on Qualifying Requirement of Past Performance & Experience as part of Qualifying Requirements of the tender subject to fulfillment of conditions as per eligibility.	Manufacturing Medium Enterprises of the State that have filed Entrepreneur Memorandum for quoted items in Haryana, participate directly in tender and not through any intermediaries (their dealers/ agents/ distributors), and will not subcontract to any other firm and to carry the entire manufacturing at their enterprise. This concession will be applicable only for one year to newly registered Medium Enterprises or Medium Enterprises of State who are not eligible in State Public Procurement due to eligibility criteria of past performance & Experience. The firm will be required to submit the detailed information in respect of above through an affidavit as per the format enclosed as Annexure-II
ii.	Purchase Preference	10% of the total tendered quantity provided quoting price within band of L-1+15% by bringing down their price to L-1 and subject to condition that it agrees to fulfillment of other terms & conditions of the tender and further subject to fulfillment of conditions as per eligibility	

Further, the benefit of discounting of 50% Haryana VAT revenue from the composite price bid for the purpose of financial evaluation of the bids as per the policy guidelines issued vide G.O. No. 2/Z/2010-4I-BII of dated 19-12-2011 will continued to be applicable to all Haryana Billing Firms including MSMEs covered in the above policy scope.

4. The apportionment/ distribution of tendered quantity after negotiations based on the existing instructions and Purchase Preference allowed to MSMEs as above may have different scenarios. The general guidelines for the apportionment of tendered quantity to firms other than MSMEs, MSEs & MEs will be as under:-
- Purchase Preference to MSMEs will not be applicable if the tendered quantity is only one.
  - Purchase Preference for Medium Enterprises (MEs) will only be allowed on the quantities in multiple of 10 say 10, 20, 30 and so on. The quantity less than 10 or in between multiple of 10, 20, 30 will not be considered for Purchase Preference to MEs.

**Government of Haryana**  
**Department of Industries & Commerce**

- iii. Negotiations will be held only with L1+5% firms. MSMEs as per above instructions within the price range of L1+15% will be counter offered to match the finally arrived L1 rate. In case, MSMEs within L1+15% range refuse to match the finally arrived L1 rate than the entire 60% (50% for MSEs and 10% for MEs) of purchase preference will be transferred to L1+5% category firms.
- iv. In case, no Micro & Small Enterprises (MSEs) and Medium Enterprises (MEs) as per the eligibility criteria specified in the above instructions are within L1+15% range, the entire 100% tendered quantity will be distributed as per the existing guidelines.
- v. In case, there are no Micro & Small Enterprises (MSEs) within L1+15% range, the Purchase Preference Quota of 50% of MSEs will stand transferred to open category making it from 40% to 90%.
- vi. In case there are no Medium Enterprises (MEs) within L1+15% range, the Purchase Preference Quota of 10% of MEs will stand transferred to open category making it from 40% to 50%.
- vii. In case, no MSMEs is within L1+5% range and there is one MSE & one ME in L1+15% range and further agree to match the arrived L1 rate, the quantity distribution will be upto 40% for firm other than MSME, upto 50% for MSE and upto 10% for ME and so on.
- viii. In case, there are MSMEs (both or either MSEs and MEs) within L1+5% range and there are MSEs & MEs in L1+15% range. Negotiations will be carried out with all firms within L1+5% as per the existing guidelines to arrive at finally arrived L1 rate. The finally arrived firm can be - any other firm /MSE/ME or any/ more of these - other firm/MSE/ME matches the finally arrived price; in such a situation, apportionment will be done as per the existing instructions of ratio of 70:30 or 50:25:25 & so on. Thereafter, offer will be given to MSE and MEs within L+15% range to match the finally arrived L1 rate and if they agree to match the arrived L1 rate, the apportionment of quantity will have many scenarios for the distribution of tendered quantities. Some of the scenarios and sub-scenarios of quantity apportionment may be as per Annexure-'III' enclosed with this notification. However, there can be many more scenarios depending upon the number of MSMEs within price range of L1 +5% and L1+15%

The above instructions will supersede the instructions as issued vide Industries & Commerce Department Haryana Order No.2/2/2010-4I IB II of dated 24.03.2015 related to concessions/ benefits to Haryana based Micro & Small Enterprises (MSEs) including Khadi & Village Industrial Units.

This issues with the concurrence of Finance Department conveyed vide their U.O. No. 1/48/2016-4FD III/27758 of dated 03.10.2016.

The above instructions may be brought to the notice of all concerned and shall be applicable to all the tenders floated/ invited after issue of these instructions.

Dated: 19.10.2016

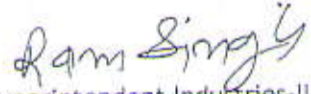
Devender Singh  
Principal Secretary to Government Haryana,  
Industries & Commerce Department

Endst. No.2/2/2016-4I-B II(1)/

Dated: 20/10/2016

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments, Govt. of Haryana.
3. All the MDs/ CEOs of Boards/ Corporations/ Federations in the State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All Deputy Commissioner in the State of Haryana.
6. Registrar, Punjab & Haryana High Court.

  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

Page 3 of 12

**Government of Haryana**  
**Department of Industries & Commerce**

---

Endst. No.2/2/2016-4I B II(1)/

Dated: 20/10/2016

A copy of the above is forwarded to the following for information and necessary action:-

1. Director, Supplies & Disposals, Haryana, Panchkula.
2. Principal Accountant General (Audit), Haryana, Sector-33, Chandigarh.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

Endst. No.2/2/2016-4I B II(1)/

Dated: 20/10/2016

A copy of the above is forwarded to the Controller, Printing & Stationery Department, Haryana, Chandigarh with the request that above notification may be published in Haryana Govt. Gazette Ordinary immediately and 50 copies thereof be supplied to this department.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

U.O. No.2/2/2016-4I B II(1)/

Dated: 20/10/2016

A copy of the above is forwarded to Spl. Private Secretaries/ Private Secretaries to Minister of Industries & Commerce Haryana for information please.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

To,

Spl. Private Secretaries/ Private Secretaries to Minister of Industries & Commerce Haryana

U.O. No.2/2/2016-4I B II(1)/

Dated: 20/10/2016

A copy of the above is forwarded to Administrative Secretary to Government Haryana, Finance Department for information with reference to his U.O. No. 1/48/2016-4FD III/27758 of dated 03.10.2016.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

To,

Administrative Secretary to Government Haryana,  
Finance Department

U.O. No.2/2/2016-4I B II(1)/

Dated: 20/10/2016

A copy of the above is forwarded to Sr. Spl. Private Secretaries/ Spl. Private Secretaries/ Private Secretaries to the Chief Minister/ Ministers for their kind information.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

To,

Sr. Spl. Private Secretaries/ Spl. Private Secretaries/  
Private Secretaries to the Chief Minister/ Ministers

U.O. No.2/2/2016-4I B II(1)/

Dated: 20/10/2016

Government of Haryana  
Department of Industries & Commerce

Annexure 'I'

Format of Affidavit

(Seeking benefits/ concessions in Past performance/ Experience & Purchase Preference by Haryana based manufacturing Micro & Small Enterprises (MSEs) in the State Public Procurement)

(On non judicial paper of Rs. 10/- )

I \_\_\_\_\_ S/o \_\_\_\_\_ aged \_\_\_\_\_ residing at \_\_\_\_\_  
Proprietor/ Partner/ Director of  
M/s \_\_\_\_\_ do hereby solemnly affirm and declare that:-

1. My/our above noted enterprise M/s \_\_\_\_\_ (Name & Address) \_\_\_\_\_ has been issued Manufacturing Entrepreneurs Memorandum In Haryana by the District Industries Centre \_\_\_\_\_ under acknowledgement No. \_\_\_\_\_ of dated \_\_\_\_\_ (Self Certified Copy of the same is attached as Annexure 'A' with this affidavit) and has been issued for manufacture of the following items in category Micro / Small Enterprise (please tick the either) as under:-
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
2. That the quoted Item(s) in the tender \_\_\_\_\_ is one (or more) of the item for which my/our above noted enterprise has been issued Manufacturing Entrepreneurs Memorandum by the Industry Department Haryana as per details at para 1 above.
3. That my/our above mentioned manufacturing Micro/ Small Enterprises fulfils either or both of the below mentioned eligibility criteria:
  - i. That my/our above mentioned enterprise has been issued quality certification of ISI Mark/ ISO/ Ag. Mark/ any other quality mark \_\_\_\_\_ (please tick either of the option) by \_\_\_\_\_ (name of GOI/ State Govt. Agency/ Institution authorized by GOI/ State Govt.) on \_\_\_\_\_ and the same is valid from \_\_\_\_\_ to \_\_\_\_\_ in respect of item/ good (give name of item/good) \_\_\_\_\_ mentioned in the tender (Self Certified Copy of the relevant certificate is attached as Annexure 'A' with this affidavit)  
**OR/AND**
  - ii. That my/our above mentioned enterprises has been registered with DGS&D, GOI/ NSIC/ Govt. of India Departments/ State Govt. Department/ Govt. of India Public Sector Undertakings (PSUs) or State Government Public Sector Undertakings (PSUs) (Please tick one of the option as above) In respect of Name of Item/ goods/ work/ services \_\_\_\_\_ (Name) as mentioned in the tender for the corresponding period of time of this tender. A self certified Copy of the same attached as Annexure 'B' with this affidavit
4. That in case the Purchase Order of the quoted item is issued to me/us, it will not be outsourced or subcontracted to any other firm and the entire manufacturing of the order item shall be done in-house by our Enterprise based in Haryana (address mentioned as at Sr.No.1). Further, the billing will be done from Haryana.

Dated:

DEPONENT

**VERIFICATION:**

Verified that the contents of para no. 1 to 4 of the above are true and correct to my knowledge as per the official record and nothing has been concealed there in.

Dated:

DEPONENT

Government of Haryana  
Department of Industries & Commerce

Annexure 'II'

Format of Affidavit

(For seeking the benefits/ concessions by Haryana based manufacturing Medium Enterprises in Past Performance/ Experience & Purchase Preference in the State Public Procurement)

(On non judicial paper of Rs. 10/- )

I \_\_\_\_\_ S/o \_\_\_\_\_ aged \_\_\_\_\_ residing at \_\_\_\_\_ Proprietor/ Partner/ Director of M/s \_\_\_\_\_ do hereby solemnly affirm and declare that:-

1. My/our above noted enterprise M/s \_\_\_\_\_ (Name and Complete address) \_\_\_\_\_ has been issued Manufacturing Entrepreneurs Memorandum in Haryana by the District Industries Centre \_\_\_\_\_ under acknowledgement No. \_\_\_\_\_ of dated \_\_\_\_\_ (Self Certified Copy of the same be attached as Annexure 'A' with this affidavit) and has been issued for manufacture of the following items in category Medium Enterprise as under:-

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

2. That my/our above mentioned manufacturing Medium Enterprises meet all the remaining terms & conditions of the tender except Past Performance/ Past Experience.
3. That my first purchase order under this benefit/ concession was issued by State Government Department/ State Government Agency (name of Deptt./Agency) \_\_\_\_\_ vide P.O. No. \_\_\_\_\_ of dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (name of the item/ good/ work/ services) was successfully complied by above mentioned Enterprises. A self certified Copy of the same is attached as Annexure 'B' with this affidavit.
4. That in case the Purchase Order of the quoted item is issued to me/us, it will not be outsourced or subcontracted to any other firm and the entire manufacturing of the order item shall be done in-house by our Enterprise based in Haryana, (address mentioned as at Sr.No.1).
5. That we agree to the condition that this benefit/ concession to the Medium enterprises is valid for one year from the date of getting the first supply order under State Public Procurement.
6. That the billing will be done from Haryana.

Dated:

DEPONENT

VERIFICATION:

Verified that the contents of para no. 1 to 6 of the above are true and correct to my knowledge as per the official record and nothing has been concealed there in.

Dated:

DEPONENT



**Government of Haryana**  
**Department of Industries & Commerce**

**Annexure 'III'**

**Various possible scenarios during negotiations/apportionment of quantities in view of implementation of MSMEs Public Procurement Policy in the State:**

S. No.	Scenario	Sub scenario/Negotiations	Sub-sub scenario	Apportionment
1	When no Micro & Small Enterprises (MSEs) or Medium Enterprises (MEs) (Purchase Preference Enterprises) have submitted their bids in the tender		Negotiations shall be done as per the exiting provisions	Apportionment of quantity shall be done as per the exiting provisions
2	When L1+5% have MSMEs (Purchase Preference) options in addition to firms other than MSMEs and L1+15% have no MSMEs (Purchase Preference) options:	When one or more MSEs is within L1+5% (evaluated rates) and no Medium Enterprises (ME) (Purchase Preference) have submitted its bids or are beyond L1+15% range: Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.	(i) In case, MSE is finally arrived L1, then it will be entitled 100% of the tendered quantity (40% of unreserved category + 50% for MSEs +10% for MEs)	100% of quantity allotment to MSE
			(ii) In case, one MSE matches the finally arrived L1 (other than MSE), it will be eligible for 70:30 ratio of the tendered quantity out of 50 % (40% reserved for non purchase preference quota + 10% full quota for MEs ) and further will be entitled for full 50% reserved quota for MSEs	35% quantity allotment to Firm other than MSME and 65% quantity allotment to MSE
			(iii) In case, more than one MSEs (say two no) matches the finally arrived L1 rate (other than MSE), both will be eligible for 50 (non MSME):25(MSE1):25(MSE2) ratio of the tendered quantity out of 50 % (40% reserved for non purchase preference quota + 10% full quota for MEs ) and further will be entitled for half of 50% reserved quota for MSEs and so on	25% quantity allotment to Firm other than MSME and 37.5% quantity allotment each to MSE1 and MSE2 respectively
		When one or more MEs is within L1+5% (evaluated rates) and no Micro & Small Enterprises (MSEs)(Purchase Preference) have submitted its bids or are beyond L1+15% range: Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.	(i) In case, ME is finally arrived L1, it will be entitled 100% of the tendered quantity (40% of unreserved category + 50% for MSEs +10% for MEs)	100% of quantity allotment to ME
			(ii) In case, one ME matches the finally arrived L1 (other than ME) , it will be eligible for 70:30 ration (30% share for ME) of the tendered quantity out of 90% (40% reserved for non purchase preference quota and 50% reserved quota for MSEs) and further will be entitled for full 10% quota for MEs	60% quantity allotment to Firm other than MSME and 40% quantity allotment to ME
			(iii) In case, more than one MEs (say two no) matches the finally arrived L1 rate(other than ME), both will be eligible (50 (Non MSME):25(ME1):25 (ME2) for 25% each from the tendered quantity out of 90% (40 % reserved for non purchase preference quota and 50% reserved quota for MSEs) + half of 10% quota for MEs and so on	45% quantity allotment to Firm other than MSME and 27.5% quantity allotment each to ME1 and ME2 respectively
		When one or more MSEs and MEs is within L1+5% (evaluated rates) and no MSEs/MEs are within L1 + 15 % (evaluated) range: Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as	(i) In case, one MSE is finally arrived L1, it will be entitled 90% of the tendered quantity (40% of unreserved category + 50% for MSEs) and the one ME will be entitled for 10% of the tendered quantity subject to condition that it accept the counter offer of finally arrived L1.	90% quantity allotment to MSE and 10% quantity allotment to ME
(ii) In case, one ME is finally arrived L1, it will be entitled 50% of the	50% quantity allotment to ME and 50% quantity allotment to MSE			

**Government of Haryana**  
**Department of Industries & Commerce**

		per the exiting instructions to arrive at finally discovered price L1.	tendered quantity (40% of unreserved category +10% for MEs) and the one SME subject to condition that it accept the counter offer of finally arrived L1 will be entitled for 50% of the tendered quantity --	
			(iii) In case, one MSE matches the finally arrived L1 (firm other than MSE & ME), it will be eligible for 70:30 ration (30% share for MSE) of the tendered quantity out of 40% (reserved for non purchase preference quota) - 50% reserved quota for MSEs and one ME subject to condition that it accept the counter offer of finally arrived L1 will be entitled for 10% of tendered quantity	30% of tendered quantity to firm other than MSME, 60% quantity allotment to MSE and 10% quantity allotment to ME
			(iv) In case, one ME matches the finally arrived L1 (from firm other than MSE & ME), it will be eligible for 70:30 ration (30% share for ME) of the tendered quantity out of 40% non purchase preference quota and further 10% reserved quota for MEs and the one MSE subject to condition that it accept the counter offer of finally arrived L1 will be entitled for 50% of the tendered quantity	30% of tendered quantity to firm other than MSME, 50% quantity allotment to MSE and 20% quantity allotment to ME
			(v) In case, more than one MSEs or MEs (say two or) matches the finally arrived L1 rate (from firm other than MSE & ME), both will be eligible as per the rational given above in (iii) and (iv)	20% of tendered quantity to firm other than MSME, 30% quantity each allotment to MSE1 & MSE2 and 10% quantity each allotment to ME1 & ME2
3	When L1+5% have no MSMEs Purchase Preference options and L1+15% have MSMEs Purchase Preference options:	When no MSEs/MEs is within L1+5% (evaluated rates) but one or more MSEs/MEs are within L1+15%: Negotiations will be carried out with L1, L2, L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.	Offer will be given to MSE1, MSE2, ME1 and ME2 to match the L1 rate. (i) In case, MSE1 matches the L1 rate & MSE2, ME1 & ME2 do not agree to it, than the entire 50% of the tendered quantity will be offered to MSE1 (ii) In case, MSE2 also matches the L1 rate but ME1 & ME2 do not agree to the same, than the 50% of tendered quantity available as Purchase Preference to MSEs shall be equally distributed amongst the two MSEs and so on - (iii) In case, ME1 matches the L1 rate and MSE1, MSE2 & ME2 do not agree to the same, than the entire 10% of the tendered quantity will be offered to ME1 (iv) In case, ME2 also matches the L1 rate and MSE1 & MSE2 do not agree to the same, than the 10% of tendered quantity available as Purchase Preference to MEs shall be equally distributed amongst the two MEs and so on (v) In case, one MSE1 and one ME1 matches the L1 rate and MSE2 & ME2 do not agree to the same, than the entire 50% of the tendered quantity will be offered to MSE1 and the entire 10% of tendered quantity will be offered to ME1 (vi) In case, MSE1, MSE2 and one ME1 matches the L1 rate and ME2 do not agree to the same, than the entire	50% of tendered quantity to firm other than MSME (40% unreserved share + 10% ME share) and 50% quantity allotment to MSE1  50% of tendered quantity to firm other than MSME (40% unreserved share + 10% ME share) and 25% each quantity allotment to MSE1 and MSE2  90% of tendered quantity to firm other than MSME (40% unreserved share + 50% MSE share) and 10% quantity allotment to ME1  90% of tendered quantity to firm other than MSME (40% unreserved share + 50% ME share) and 05% each quantity allotment to ME1 & ME2  40% of tendered quantity to firm other than MSME (40% unreserved share), 50% quantity allotment to MSE1 and 10% quantity allotment to ME1.  40% of tendered quantity to firm other than MSME (40% unreserved share), 25% each quantity

**Government of Haryana**  
**Department of Industries & Commerce**

			50% of the tendered quantity will be offered equally to MSE1 & MSE2 and the entire 10% of tendered quantity will be offered to ME1	allotment to MSE1 & MSE2 and 10% quantity allotment to ME1.
			(vii) In case, MSE1, MSE2, ME1 and ME2 matches the L1 rate, then the entire 50% of the tendered quantity will be offered equally to MSE1 & MSE2 and the entire 10% of tendered quantity will be offered equally to ME1 & ME2	40% of tendered quantity to firm other than MSME (40% unreserved share), 25% each quantity allotment to MSE1 & MSE2 and 05% each quantity allotment to ME1 & ME2.
4	When L1+5% have MSMEs Purchase Preference options and L1+15% too have MSMEs Purchase Preference options:	A1: When one or more MSEs (say MSE1, MSE2) is within L1+5% (evaluated rates) and one or more MSEs (MSE3, MSE4)/ MEs (ME3, ME4) are within L1+15% range: : Negotiations will be carried out with L1, L2, L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.  <u>Let as assume that MSE1 is the finally arrived L1</u>	Offer will be given to MSE3, MSE4, ME3 and ME4 (within L1+15% range) to match the L1 rate. (i) In case, either of MSE3 /MSE4 matches the L1 rate & MSE4/MSE3, ME3, ME4 do not agree to it. (ii) In case, MSE3 & MSE4 matches the L1 rate and ME3, ME4 do not agree to it. (iii) In case, either of ME3/ME4 matches the L1 rate and MSE3, MSE4 & ME4/ME3 do not agree to it. (iv) In case, ME3 & ME4 matches the L1 rate and MSE3, MSE4 do not agree to it. (v) In case, MSE3 & ME3 matches the L1 rate & MSE4, ME4 do not agree to it (vi) In case, MSE3, MSE4 & ME3 matches the L1 rate & ME4 do not agree to it (vii) In case, MSE3, MSE4 & ME3, ME4 matches the L1 rate	75% of tendered quantity to MSE1 and 25% of tendered quantity to either of MSE3/MSE4  75% of tendered quantity to MSE1 and 12.5 % each of tendered quantity to MSE3 & MSE4 90% of tendered quantity to MSE1 and 10 % of tendered quantity to either of ME3/ME4 90% of tendered quantity to MSE1 and 05 % each of tendered quantity to ME3 & ME4 65% of tendered quantity to MSE1 , 25% of tendered quantity to MSE3 and 10% of tendered quantity to ME3 56% of tendered quantity to MSE1 , 17% each of tendered quantity to MSE3 & MSE4 and 10% of tendered quantity to ME3 56% of tendered quantity to MSE1 , 17% each of tendered quantity to MSE3 & MSE4 and 05% each of tendered quantity to ME3 & ME4
		A2: When one or more MSEs (say MSE1, MSE2) is within L1+5% (evaluated rates) and one or more MSEs (MSE3, MSE4)/ MEs (ME3, ME4) are within L1+15% range: : Negotiations will be carried out with L1, L2, L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.  <u>Let as assume that MSE1 matches the finally arrived L1 (other than MSME)</u>	Offer will be given to MSE3, MSE4, ME3 and ME4 (within L1+15% range) to match the L1 rate. (i) In case, either of MSE3/MSE4 matches the L1 rate & MSE4/MSE3, ME3, ME4 do not agree to it. (ii) In case, MSE3 & MSE4 matches the L1 rate and ME3, ME4 do not agree to it. (iii) In case, either of ME3/ME4 matches the L1 rate and MSE3, MSE4 & ME4/ME3 do not agree to it. (iv) In case, ME3 & ME4 matches the L1 rate and MSE3, MSE4 do not agree to it. (v) In case, either of MSE3/MSE4 & either of ME3/ME4 matches the L1 rate & further either of MSE4/MSE3 & ME4/ME3 do not agree to it (vi) In case, MSE3, MSE4 & ME3, ME4 matches the L1 rate	35% of tendered quantity to firm other than MSME, 40% of tendered quantity to MSE1 and 25% of tendered quantity to either of MSE3/MSE4  35% of tendered quantity to firm other than MSME, 31% of tendered quantity to MSE1 and 17% each of tendered quantity to MSE3 & MSE4 28% of tendered quantity to firm other than MSME, 62% of tendered quantity to MSE1 and 10% each of tendered quantity to either of ME3/ME4 287% of tendered quantity to firm other than MSME, 62% of tendered quantity to MSE1 and 05% each of tendered quantity to ME3 & ME4 respectively 28% of tendered quantity to firm other than MSME, 37% of tendered quantity to MSE1, 25% of tendered quantity to either of MSE3/MSE4, and 10% of tendered quantity to either of ME3/ME4 28% of tendered quantity to firm other than MSME, 28% of tendered quantity to MSE1, 17% each of tendered quantity to MSE3 & MSE4, and 05% each of tendered quantity to ME3 & ME4
		A3: When one or	Offer will be given to MSE3, MSE4, ME1	25% of tendered quantity to firm

9/11/2020

**Government of Haryana**  
**Department of Industries & Commerce**

	<p>more MSEs (say MSE1, MSE2) is within L1+5% (evaluated rates) and one or more MSEs (MSE3, MSE4)/ MEs (ME3, ME4) are within L1+15% range: : Negotiations will be carried out with L1, L2, L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.</p> <p><u>Let as assume that more than one MSE say MSE1 &amp; MSE2 matches the finally arrived L1</u></p>	<p>and ME2 (within L1+15% range) to match the L1 rate.</p> <p>(i) In case, either of MSE3/MSE4 matches the L1 rate &amp; MSE4/MSE3, ME3, ME4 do not agree to it.</p> <p>(ii) In case, MSE3 &amp; MSE4 matches the L1 rate and ME3, ME4 do not agree to it.</p> <p>(iii) In case, either of ME3/ME4 matches the L1 rate and MSE3, MSE4 &amp; ME4/ME3 do not agree to it.</p> <p>(iv) In case, ME3 &amp; ME4 matches the L1 rate and MSE3, MSE4 do not agree to it.</p> <p>(v) In case, either of MSE3/MSE4 &amp; either of ME3/ME4 matches the L1 rate &amp; further either of MSE4/MSE3 &amp; ME4/ME3 do not agree to it</p> <p>(vi) In case, MSE3, MSE4 &amp; ME3, ME4 matches the L1 rate</p>	<p>other than MSME, 29.5% each of tendered quantity to MSE1 &amp; MSE2 and 16% of tendered quantity to either of MSE3/MSE4</p> <p>25% of tendered quantity to firm other than MSME, 25% each of tendered quantity to MSE1 &amp; MSE2 and 12.5% each of tendered quantity to MSE3 &amp; MSE4 respectively</p> <p>20% of tendered quantity to firm other than MSME, 35% each of tendered quantity to MSE1 &amp; MSE2 and 10% of tendered quantity to either of ME3/ME4</p> <p>20% of tendered quantity to firm other than MSME, 35% each of tendered quantity to MSE1 &amp; MSE2 and 05% each of tendered quantity to ME3 and ME4</p> <p>20% of tendered quantity to firm other than MSME, 27% each of tendered quantity to MSE1 &amp; MSE2, 16% of tendered quantity to either of MSE3/MSE4, and 10% of tendered quantity to either of ME3/ME4</p> <p>20% of tendered quantity to firm other than MSME, 22.5% each of tendered quantity to MSE1 &amp; MSE2, 12.5% each of tendered quantity to MSE3 &amp; MSE4, and 05% each of tendered quantity to ME3 &amp; ME4</p>
	<p>B1: When one or more MEs (say ME1, ME2) is within L1+5% (evaluated rates) and one or more MSEs (MSE3, MSE4)/MEs (ME3, ME4) are within L1+15% range: : Negotiations will be carried out with L1, L2, L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.</p> <p><u>Let as assume that ME1 is the finally arrived L1</u></p>	<p>Offer will be given to MSE3, MSE4, ME3 and ME4 (within L1+15% range) to match the L1 rate.</p> <p>(i) In case, either of MSE3/MSE4 matches the L1 rate &amp; MSE4/MSE3, ME3, ME4 do not agree to it.</p> <p>(ii) In case, both MSE3 &amp; MSE4 matches the L1 rate and ME3, ME4 do not agree to it.</p> <p>(iii) In case, either of ME3/ME4 matches the L1 rate and MSE3, MSE4 &amp; ME4/ME3 do not agree to it.</p> <p>(iv) In case, both ME3 &amp; ME4 matches the L1 rate and MSE3, MSE4 do not agree to it.</p> <p>(v) In case, either of MSE3/MSE4 &amp; either of ME3/ME4 matches the L1 rate &amp; further either of MSE4/MSE3 &amp; ME4/ME3 do not agree to it</p> <p>(vi) In case, MSE3, MSE4 &amp; ME3, ME4 matches the L1 rate</p>	<p>50% of tendered quantity to ME1, and 50% of tendered quantity to either of MSE3/MSE4 who matched the L1 rate</p> <p>50% of tendered quantity to ME1, and 25% each of tendered quantity to MSE3 &amp; MSE4 who matched the L1 rate</p> <p>95% of tendered quantity to ME1, and 05% of tendered quantity to either of ME3/ME4 who matched the L1 rate</p> <p>95% of tendered quantity to ME1, and 2.5% each of tendered quantity to ME3 &amp; ME4</p> <p>45% of tendered quantity to ME1, 50% of tendered quantity to either of MSE3/MSE4, and 05% of tendered quantity to either of ME3/ME4</p> <p>44% of tendered quantity to ME1, 25% each of tendered quantity to MSE3 &amp; MSE4, and 03% each of tendered quantity to ME3 &amp; ME4</p>
	<p>B2: When one or more MEs (say ME1, ME2) is within L1+5% (evaluated rates) and one or more MSEs (MSE3, MSE4)/MEs (ME3, ME4) are within L1+15% range: : Negotiations will be carried out with L1, L2, L3 firms with the 5% price range as</p>	<p>Offer will be given to MSE3, MSE4, ME3 and ME4 (within L1+15% range) to match the L1 rate.</p> <p>(i) In case, either of MSE3/ MSE4 matches the L1 rate &amp; MSE4/MSE3, ME3, ME4 do not agree to it.</p> <p>(ii) In case, both MSE3 &amp; MSE4 matches the L1 rate and ME3, ME4 do not agree to it.</p> <p>(iii) In case, either of ME3/ME4 matches</p>	<p>30% of tendered quantity to firm other than MSME, 20% each of tendered quantity to ME1, and 50% of tendered quantity to either of MSE3/MSE4</p> <p>30% of tendered quantity to firm other than MSME, 20% each of tendered quantity to ME1, and 25% each of tendered quantity to e MSE3 &amp; MSE4</p> <p>63% of tendered quantity to firm</p>

**Government of Haryana**  
**Department of Industries & Commerce**

<p>per the exiting instructions to arrive at finally discovered price L1.</p> <p><u>Let as assume that ME1 matches the finally arrived L1 (firm other than MSME)</u></p>	<p>the L1 rate and MSE3, MSE4 &amp; ME4/ME3 do not agree to it.</p>	<p>other than MSME, 32% each of tendered quantity to ME1, and 05% e of tendered quantity to either of ME3/ME4</p>
	<p>(iv) In case, both ME3 &amp; ME4 matches the L1 rate and MSE3, MSE4 do not agree to it.</p>	<p>63% of tendered quantity to firm other than MSME, 31% each of tendered quantity to ME1, and 03% each of tendered quantity to ME3 &amp; ME4</p>
	<p>(v) In case, either of MSE3/MSE4 &amp; either of ME3/ME4 matches the L1 rate &amp; further either of MSE4/MSE3 &amp; ME4/ME3 do not agree to it</p>	<p>28% of tendered quantity to firm other than MSME, 17% of tendered quantity to ME1, 50% of tendered quantity to either of MSE3/MSE4 and 05% of tendered quantity to either of ME3 &amp; ME4</p>
	<p>(vi) In case, MSE3, MSE4 &amp; ME3,ME4 matches the L1 rate</p>	<p>28% of tendered quantity to firm other than MSME, 16% of tendered quantity to ME1, 25% each of tendered quantity to MSE3 &amp; MSE4 and 03% each of tendered quantity to ME3 &amp; ME4</p>
<p>B3: When one or more MEs (say ME1, ME2) is within L1+5% (evaluated rates) and one or more MSEs (MSE3,MSE4)/MEs (ME3,ME4) are within L1+15% range: : Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.</p> <p><u>Let as assume that more than one ME say ME1 &amp; ME2 matches the finally arrived L1 (firm other than MSME)</u></p>	<p>Offer will be given to MSE3, MSE4, ME3 and ME4 (within L1+15% range) to match the L1 rate.</p>	<p>20% of tendered quantity to firm other than MSME, 15% each of the tendered quantity to ME1 and ME2, 50% of tendered quantity to either of MSE3/MSE4 who matched the L1 rate</p>
	<p>(i) In case, either of MSE3/MSE4 matches the L1 rate &amp; MSE4/MSE3, ME3, ME4 do not agree to it.</p>	<p>20% of tendered quantity to firm other than MSME, 15% each of the tendered quantity to ME1 and ME2, 25% each of tendered quantity to MSE3 &amp; MSE4</p>
	<p>(ii) In case, both MSE3 &amp; MSE4 matches the L1 rate and ME3, ME4 do not agree to it.</p>	<p>45% of tendered quantity to firm other than MSME, 25.5% each of tendered quantity to ME1 &amp; ME2 and 04% of tendered quantity to either of ME3/ME4 who matched the L1 rate</p>
	<p>(iii) In case, either of ME3/ME4 matches the L1 rate and MSE3, MSE4 &amp; ME4/ME3 do not agree to it.</p>	<p>45% of tendered quantity to firm other than MSME, 25% each of tendered quantity to ME1 &amp; ME2 and half of 2.5% of tendered quantity to each of ME3 &amp; ME4</p>
	<p>(iv) In case, both ME3 &amp; ME4 matches the L1 rate and MSE3, MSE4 do not agree to it.</p>	<p>20% of tendered quantity to firm other than MSME, 13% each of tendered quantity to ME1 &amp; ME2, 50% of tendered quantity to either of MSE3/ MSE4 and 04% of tendered quantity to either of ME3/ME4</p>
	<p>(v) In case, either of MSE3/MSE4 &amp; either of ME3/ME4 matches the L1 rate &amp; further either of MSE4/MSE3 &amp; ME4/ME3 do not agree to it</p>	<p>20% of tendered quantity to firm other than MSME, 13% each of tendered quantity to ME1 &amp; ME2, 25% each of tendered quantity to MSE3 &amp; MSE4 and 02% each of tendered quantity to ME3 &amp; ME4</p>
<p>C1(i) : When one or more MSMEs (say MSE1, ME1) is within L1+5% (evaluated rates) and one or more MSEs (MSE3,MSE4)/ MEs (ME3,ME4) are within L1+15% range: : Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1.</p>	<p>Offer will be given to ME1 (in L1+5% range) and MSE3, MSE4, ME3 and ME4 (within L1+15% range) to match the L1 rate.</p>	<p>65% of tendered quantity to MSE1 , 25% of tendered quantity to either of MSE3/MSE4 and 10% of tendered quantity to ME1</p>
	<p>(i) In case, ME1 and either of MSE3/MSE4 match the L1 rate &amp; MSE4/MSE3, ME3, ME4 do not agree to it.</p>	<p>56% of tendered quantity to MSE1, 17% each of tendered quantity to MSE3 &amp; MSE4 and 10% of tendered quantity to ME1</p>
	<p>(ii) In case, ME1 and both MSE3 &amp; MSE4 matches the L1 rate and ME3, ME4 do not agree to it.</p>	<p>90% of tendered quantity to MSE1 , 05% of tendered quantity to either of ME3/ME4 and 05% of tendered quantity to ME1</p>
	<p>(iii) In case, ME1 and either of ME3/ME4 match the L1 rate and MSE3, MSE4 &amp; ME4/ME3 do not agree to it.</p>	<p>90% of tendered quantity to MSE1</p>
<p>(iv) In case, ME1 and both ME3 &amp; ME4</p>		

Government of Haryana  
Department of Industries & Commerce

	<u>Let as assume that one MSE1 and one ME1 are there in L1+5% range and MSE1 is finally arrived L1</u>	matches the L1 rate and MSE3, MSE4 do not agree to it.	, 03% each of tendered quantity to ME3 & ME4 and 04% of tendered quantity to ME1	
		(v) n case, ME1 and either of MSE3/MSE4 & either of ME3/ME4 matches the L1 rate & further either of MSE4/MSE3 & ME4/ME3 do not agree to it	65% of tendered quantity to MSE1, 25% of tendered quantity to either of MSE3/MSE4, 05% of tendered quantity to ME1 and 05% of tendered quantity to either of ME3/ME4	
		(vi) n case, ME1 and MSE3, MSE4 & ME3,ME4 matches the L1 rate	56% of tendered quantity to MSE1, 17% each of tendered quantity to MSE3 & MSE4, 04% of tendered quantity to ME1 and 03% of tendered quantity to each of ME3 & ME4	
		C1(ii) : When one or more MSMEs (say MSE1, ME1) is within L1+5% (evaluated rates) and one or more MSEs (MSE3,MSE4)/MEs (ME3,ME4) are within L1+15% range: : Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1. <u>Let as assume that one MSE1 and one ME1 are there in L1+5% range and MSE1 is matches the finally arrived L1</u>		Depending upon the various options as mentioned, apportionment will be done accordingly
		C2(i) : When one or more MSMEs (say MSE1, ME1) is within L1+5% (evaluated rates) and one or more MSEs (MSE3,MSE4)/MEs (ME3,ME4) are within L1+15% range: : Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1. <u>Let as assume that one MSE1 and one ME1 are there in L1+5% range and ME1 is finally arrived L1</u>		Depending upon the various options as mentioned, apportionment will be done accordingly
	C2(ii) : When one or more MSMEs (say MSE1, ME1) is within L1+5% (evaluated rates) and one or more MSEs (MSE3,MSE4)/MEs (ME3,ME4) are within L1+15% range: : Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1. <u>Let as assume that one MSE1 and one ME1 are there in L1+5% range and ME1 matches the finally arrived L1</u>		Depending upon the various options as mentioned, apportionment will be done accordingly	
	C3(i) : When one or more MSMEs (say MSE1, ME1) is within L1+5% (evaluated rates) and one or more MSEs (MSE3,MSE4)/MEs (ME3,ME4) are within L1+15% range: : Negotiations will be carried out with L1,L2,L3 firms with the 5% price range as per the exiting instructions to arrive at finally discovered price L1. <u>Let as assume that one MSE1 and one ME1 are there in L1+5% range and both MSE 1 and ME1 matches the finally arrived L1</u>		Depending upon the various options as mentioned, apportionment will be done accordingly	
AND SO ON				

Principal Secretary to Government Haryana,  
Industries & Commerce Department

Mamo No. 15772-19/16  
 Dir/Tech  
 Dir/Gen  
 Dir/Fin  
 Dir/Secy  
 SE/Tech

**Government of Haryana**  
 Department of Industries & Commerce  
 G.O. No. 2/2/2016-4I BII dated 29-8-2016

**Subject:** Revision of financial powers of various Purchase Committees/ authorities as contained in State Govt. Order No.2/1/2004-4I B-II dated 06.05.2005, Order no. 2/2/2010-4I B-II dated 04.09.2015 and Order No.2/7/2006-4I BII dated 30.06.2011 issued by Department of Industries & Commerce.

The matter regarding revision of financial powers of various Committees/ authorities as contained in Industries & Commerce Department Haryana Order No.2/1/2004-4I B-II dated 06.05.2005, Order no. 2/2/2010-4I B-II dated 04.09.2015 and Order No.2/7/2006-4I BII dated 30.06.2011 was under consideration of the State Government for some time.

Having considered the relevant matter, the Government has decided that the revised financial powers of various committees/ authorities as contained in the Govt. Orders referred above shall be as under:-

a. To finalize the purchase of such Stores for which Indents are received by Directorate of Supplies & Disposals, Haryana:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Standing Purchase Committee (Lower) at the level of HOD, Supplies & Disposals, Haryana	All purchases of Stores valuing below Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Standing Purchase Committee (Higher) at the level of Administrative Secretary to Govt. Haryana, Industries & Commerce Department.	All purchases of Stores valuing between Rs. 10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs. 1 crore
3	High Powered Purchase Committee	All purchases of Stores valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

b. To finalize purchase cases of Stores/ Goods of Boards/ Corporations/ Federations which are processed by the concerned Board/ Corporation/Federations:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Boards/ Corporations/ Federations at their own level	Purchase cases valuing up to Rs. 50 lacs	Purchase cases valuing up to Rs. 1 crore
2	High Powered Purchase Committee	Purchase cases valuing more than Rs.50 lacs	Purchase cases valuing more than Rs.1 crore

c. To finalize the purchase cases of Stores/ Turnkey Projects of Power Utilities which are processed by them at their own level:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 30.06.2011	Revised value of purchase case
1	Power Utilities at their own level	a. Purchase cases valuing up to Rs. 10 Crores b. Turnkey Projects valuing upto Rs.50 Crores	No change
2	High Powered Purchase Committee	a. Purchase cases valuing above Rs. 10 Crores b. Turnkey Projects valuing above Rs.50 Crores	No change

Dir/Fin 2072-

Dt. 1.9.16

PA ✓  
 Sr. A.O./Fin. ✓  
 Sr. A.O./F&B  
 Sr. A.O./Reg.

**Government of Haryana**  
 Department of Industries & Commerce  
 G.O. No. 2/2/2016-41 BII dated 29-8-2016

- d. To finalize the purchase of such items required by Govt. Departments which are not Store items of Directorate of Supplies & Disposals, Haryana:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Standing Purchase Committee (Lower) at the level of HOD of the concerned department	Purchase cases valuing up to Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Standing Purchase Committee (Higher) at the level of Administrative Secretary to Govt. Haryana of the concerned department	Purchase cases valuing between Rs.10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs.1 crore
3	High Powered Purchase Committee	Purchase cases valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

- e. Repeat Supply Orders in respect of Supply Orders placed by the Director, Supplies & Disposals, Haryana. The repeat Supply Order will be sanctioned by the authorities as under:-

Sr. No.	Competent Authority with whom power vested	Value of repeat order as per Govt. Instructions of dated 06.05.2005	Revised value of repeat order
1	Director, Supplies & Disposals, Haryana	Purchase cases valuing up to Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Administrative Secretary to Govt. Haryana, Industries & Commerce Department.	Purchase cases valuing between Rs.10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs.1 crore
3	Chairman of High Powered Purchase Committee	Purchase cases valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

- f. Purchases of Stores from Approved Sources and the rate contracts issued by Director General, Supplies & Disposals, Govt. of India:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Head of concerned Department	Purchase cases valuing up to Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Administrative Secretary to Govt. Haryana, Industries & Commerce Department.	Purchase cases valuing between Rs.10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs.1 crore
3	High Powered Purchase Committee	Purchase cases valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

- g. Disposals of Stores by Condemnation Board at the level of Deputy Commissioner:-

Sr. No.	Competent Authority with whom power vested	Book value of Store as per Govt. Instructions of dated 06.05.2005	Revised book value of Store
1	Condemnation Board under the Chairmanship of Deputy Commissioner	Less than or equal to Rs. 2,00,000/-	Less than or equal to Rs. 10,00,000/-



3

**Government of Haryana**  
 Department of Industries & Commerce  
 G.O. No. 2/2/2016-4I BII dated 29-8-2016

h. Power of various Purchase Committee for deciding the cases of rate contracts :-

Sr. No.	Indenting Department/ Organization	Estimated maximum financial value of Stores on Rate Contract basis as per G.O. No. 2/2/2010-4-4-IBII of dated 04.09.2015	Revised estimated maximum financial value of Stores on Rate Contract basis
1	All Government Departments	1. Below Rs. 10.00 Lakh by Standing Purchase Committee (Lower)	1. Below Rs. 35.00 Lakh by Standing Purchase Committee (Lower)
		2. From Rs. 10.00 Lakh to 30.00 Lakh by Standing Purchase Committee (Higher)	2. From Rs. 35.00 Lakh to 1 crore by Standing Purchase Committee (Higher)
		3. Above Rs. 30.00 Lakh by High Powered Purchase Committee	3. Above Rs. 1 crore by High Powered Purchase Committee
2	All Boards/ Corporations/ federations	Above Rs. 50.00 Lakh by High Powered Purchase Committee	Above Rs. 1 crore by High Powered Purchase Committee
3	Rate Contract cases of Power Utilities	Above Rs.10.00 crores by High Powered Purchase Committee	No change

The instructions contained in State Govt. in Industries & Commerce Department Haryana Order No.2/1/2004-4I B-II of dated 06.05.2005 and Govt. Order no. 2/2/2010-4I B-II of dated 04.09.2015 shall be deemed to have been amended to the above extent.

This issues with the concurrence of Finance Department conveyed vide their U.O. No. 1/38/2016-4FD III/23529 of dated 16.08.2016.

Dated:

Devender Singh  
 Principal Secretary to Government Haryana,  
 Industries & Commerce Department

Endst. No.2/2/2016-4I-B II/

Dated, the 24-8-2016

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments, Govt. of Haryana.
3. All the MDs/ CEOs of Boards/ Corporations/ Federations in the State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All Deputy Commissioner in the State of Haryana.
6. Registrar, Punjab & Haryana High Court.

*Ram Singh*  
 Superintendent Industries-II,  
 For Principal Secretary to Government Haryana,  
 Industries & Commerce Department

Endst. No.2/2/2016-4I B II/

Dated, the 29-8-2016

A copy of the above is forwarded to the following for information and necessary action:-

1. Director, Supplies & Disposals, Haryana, Panchkula.

Government of Haryana  
Department of Industries & Commerce  
G.O. No. 2/2/2016-4I BII dated 29-8-2016

2. Principal Accountant General (Audit), Haryana, Sector-33, Chandigarh.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

Endst. No.2/2/2016-4I B II/

Dated, the 29-8-2016

A copy of the above is forwarded to the Controller, Printing & Stationery Department, Haryana, Chandigarh with the request that above notification may be published in Haryana Govt. Gazette (Extra-Ordinary) immediately and 50 copies thereof be supplied to this department.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

U.O. No.2/2/2016-4I B II/

Dated, the 29-8-2016

A copy of the above is forwarded to Spl. Private Secretaries/ Private Secretaries to Minister of Industries & Commerce Haryana for information please.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

To,

Spl. Private Secretaries/ Private Secretaries to Minister of Industries & Commerce Haryana

U.O. No.2/2/2016-4I B II/

Dated, the 29-8-2016

A copy of the above is forwarded to Administrative Secretary to Government Haryana, Finance Department for information with reference to his U.O. No. 1/38/2016-4FD III/23529 of dated 16.08.2016.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

To,

Administrative Secretary to Government Haryana,  
Finance Department

U.O. No.2/2/2016-4I B II/

Dated, the 29-8-2016

A copy of the above is forwarded to Sr. Spl. Private Secretaries/ Spl. Private Secretaries/ Private Secretaries to the Chief Minister/ Ministers for their kind information.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

To,

Sr. Spl. Private Secretaries/ Spl. Private Secretaries/  
Private Secretaries to the Chief Minister/ Ministers

jj -

-45-

Government of Haryana  
Department of Industries & Commerce

1-50  
1-50  
D/Tech  
D/Gen  
✓ D/Fin  
OSD/Tech  
SE/Tech  
PA

GOVERNMENT ORDER  
No. 2/2/2010-4-IB-II dated 4-9-2015

CFMS-2676  
10/9/15

Subject: Arranging of Rate Contract of Stores required by various Government Departments/Boards/Corporations of Haryana

It has been notified in the State Government G.O. No.2/7/2014-4IBII dated 01.12.2014 that all rate contract cases irrespective of any value will be placed before the High Powered Purchase Committee for consideration and decision.

2. The matter has been reviewed in the light of State Government G.O. No. 2/2/2010-4-IB-II Dated 18.06.2013 wherein it has been provided that each Indenting Department/Organization shall indicate its minimum requirement of the store item during the rate contract period and the maximum quantity which should generally be not more than 1.5 times of the minimum quantity. Since in this notification, maximum estimated drawl against the rate contract has been fixed, so it has been decided that henceforth, the case of rate contract will be decided by the Standing Purchase Committees as under:-

2  
10/9/15

Sr. No.	Indenting Department/ Organization	Estimated maximum financial value of stores on Rate Contract basis
i)	All Government Departments	i) Below Rs. 10.00 Lakh by Standing Purchase Committee (Lower).
		ii) From Rs. 10.00 Lakh to 30.00 Lakh by Standing Purchase Committee (Higher).
		iii) Above Rs. 30.00 Lakh by High Powered Purchase Committee.
ii)	All Boards/Corporations/ Federations	Above Rs. 10.00 Lakh by High Powered Purchase Committee
iii)	Rate Contract cases of Power Utilities	Above Rs.10.00 crores by High Powered Purchase Committee.

CSA  
✓ CF

Dated 31-8-2015

Devender Singh  
Principal Secretary to Government Haryana,  
Industries & Commerce Department.

Endst. No. 2/2/2015

Dated, the

Sd/A.O./F&B  
Sd/A.O./Reg. Affairs  
Sd/A.O./Finance

14/9 - 46

Government of Haryana  
Department of Industries & Commerce

A copy is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments.
3. All the MDs/CEOs of Boards and Corporations.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioner in the State of Haryana.
6. Registrar, Punjab & Haryana High Court.

*Ram Singh*  
Superintendent Industries-II,  
for Principal Secretary to Government Haryana,  
Industries & Commerce Department.

Endst. No. 2(2)2010-41813

Dated, the 4-9-2015

A copy each is forwarded to the Senior Secretaries / Secretaries / Private Secretaries to the Chief Minister / Ministers for kind information of the Chief Minister / Ministers.

*Ram Singh*  
Superintendent Industries-II,  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department.

Endst. No. 2(2)2010-41814

Dated, the

A copy is forwarded to the followings for information and necessary action:

1. Director, Supplies & Disposals, Haryana, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Sector 33, Chandigarh.

*Ram Singh*  
Superintendent Industries-II,  
for Principal Secretary to Government Haryana,  
Industries & Commerce Department.

53685-D.I.-H.G.P., Chd.

RECEIVED  
INDUSTRIES & COMMERCE  
DEPARTMENT  
GOVT. OF HARYANA  
CHANDIGARH

-47-

Government of Haryana  
Industries & Commerce Department

152

3. In case of Departments under the charge of the Chief Minister, the concerned Administrative Secretary would attend the meeting.

4. The quorum for the High Powered Purchase Committee would comprise the following:

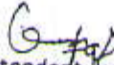
i)	Chairman
ii)	Any one of the member Ministers
iii)	Minister-in-Charge of the Indenting Department
iv)	Financial Commissioner and Principal Secretary, Finance Department
v)	Financial Commissioner and Principal Secretary, Industries & Commerce Department
vi)	Administrative Secretary of the Indenting Department
vii)	Director, Supplies & Disposals, Haryana

5. In case the Chairman/ HPPC is not able to preside over the meeting of the Committee for any unavoidable reasons, the senior-most Minister from amongst the member Ministers present would preside over the meeting of the HPPC.

6. The cases of following description will be placed before the High Powered Purchase Committee for consideration and decision:

Sr. No.	Indenting Department/ Organisation	Financial Value of Stores
i)	All Government Departments	Above Rs. 30.00 lakh
ii)	All Boards/ Corporations/ Federations	Above Rs. 50.00 Lakh
iii)	Purchase Cases of Power Utilities	Above Rs. 10.00 crore
iv)	Turn-key Projects of Power Utilities	Above Rs. 50.00 crore
v)	All Items of Rate Contract	

7. All Departments/ Organisations would place their indents with the Director Supplies & Disposals for processing and placement before the HPPC as per orders contained in para 20 of the Policy Guidelines dated 28 May 2010 issued on the subject.

  
Superintendent Industries-II  
For Financial Commissioner and Principal Secretary  
to Government of Haryana,  
Industries & Commerce Department

Government of Haryana  
Industries & Commerce Department

(151)

Government Order

Director Supplies & Disposals  
Haryana, Chandigarh

06 JUL 2011

Dairy No. 155

OS SO DSE DST

From

The Financial Commissioner and Principal Secretary  
to Government of Haryana,  
Industries & Commerce Department.

To

1. All the Administrative Secretaries to Government of Haryana;
2. All the Heads of Departments in the state of Haryana;
3. All the Managing Directors/ Chief Executive Officers of Boards/  
Corporations/ Federations in Haryana state;
4. All the Divisional Commissioners in the state of Haryana;
5. All the Deputy Commissioners in the State of Haryana;
6. The Registrar, Punjab & Haryana High Court, Chandigarh.

No. 2/7/2006-4IBII: Dated, the 30<sup>th</sup> June, 2011

Subject: Reconstitution of High Powered Purchase Committee for purchase of stores.

Sir,

I am directed to invite your kind attention to the subject cited above and refer to letter No. 2/7/2006-4IBII dated 11<sup>th</sup> March 2011 in this behalf.

2. In super-session of the reference mentioned above, the Governor of Haryana is pleased to reconstitute the High Powered Purchase Committee (HPPC) for procurement of stores as under:

1	Sh. Harmohinder Singh Chatha, Finance Minister	Chairman
2	Sh. Randeep Singh Surjewala, Industries Minister	Member
3	Sh. Paramvir Singh, Agriculture Minister	Member
4	Smt. Geeta, Education Minister	Member
5	Minister-in-Charge of the Indenting Department	Member
6	Financial Commissioner and Principal Secretary, Finance Department	Member
7	Financial Commissioner and Principal Secretary, Industries & Commerce Department	Member
8	Administrative Secretary of the Indenting Department	Member
9	Head of the Indenting Department	Member
10	Director, Supplies & Disposals, Haryana	Member-Secretary
11	Addl. Director (Technical), Industries & Commerce Department	Special Invitee

Government of Haryana  
Industries & Commerce Department

150

Endst. No. 2/7/2006-4IBII: Dated, the 30<sup>th</sup> of June, 2011

A copy is forwarded to all the members of the High Powered Purchase Committee for information and necessary action.

*Comptd*  
Superintendent Industries-II  
For Financial Commissioner and Principal Secretary  
to Government of Haryana,  
Industries & Commerce Department

Endst. No. 2/7/2006-4IBII: Dated, the 30<sup>th</sup> of June, 2011

A copy is forwarded to the Director, Supplies & Disposals, Haryana, Chandigarh for information and necessary action.

*Comptd*  
Superintendent Industries-II  
For Financial Commissioner and Principal Secretary  
to Government of Haryana,  
Industries & Commerce Department

Endst. No. 2/7/2006-4IBII: Dated, the 30<sup>th</sup> of June, 2011

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh for information and necessary action.

*Comptd*  
Superintendent Industries-II  
For Financial Commissioner and Principal Secretary  
to Government of Haryana,  
Industries & Commerce Department

Endst. No. 2/7/2006-4IBII: Dated, the 30<sup>th</sup> of June, 2011

A copy is forwarded to the Senior Secretaries/ Secretaries/ Private Secretaries to the Chief Minister, Ministers and Ministers of State of Haryana for the kind information of the Chief Minister, Ministers and Ministers of State of Haryana.

*Comptd*  
Superintendent Industries-II  
For Financial Commissioner and Principal Secretary  
to Government of Haryana,  
Industries & Commerce Department

To  
The Senior Secretaries/ Secretaries/ Private Secretaries to the Chief Minister,  
Ministers and Ministers of State, Haryana.

U.O. No. 2/7/2006-4IBII: Dated, the 30<sup>th</sup> of June, 2011

From

To

The Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department, Chandigarh.

1. All the Heads of the Departments in the State of Haryana.
2. All the Managing Directors & Chief Executives of Boards/Corporations/Federations in the State of Haryana.
3. All the Deputy Commissioners in the State of Haryana.
4. The Registrar, Punjab & Haryana High Court at Chandigarh.

Memo No. 2/1/2004-4IB-II  
Dated Chandigarh, the 6.05.2005

17 MAY 2005

Diary No. 186

Amendments in the purchase policy/ procedure

I am directed to refer to the subject noted above and to state that with a view to bring uniformity & transparency in purchase procedures, the Government has decided as under:-

### 1. Powers & Constitution of the Purchase Committees:

- a. To finalize the purchase of such Stores for which Indents are received by Directorate of Supplies & Disposals, Haryana:

#### Powers of Purchase Committees

1. All purchase cases of stores valuing above Rs. 30 lacs. will be decided by the High Powered Purchase Committee. All the cases regarding arranging of rate contract will be decided by the High Powered Purchase Committee.
2. All purchase cases of stores valuing between Rs.10 to 30 lacs will be decided by the Standing Purchase Committee(Higher)
3. purchase cases of stores valuing below Rs. 10 lacs. will be decided by the Standing Purchase Committee(Lower)

#### Constitution of Purchase Committees

The constitution of High Powered Purchase Committee will remain the same as constituted by the State Govt. vide their memo no. 2/1/2004-4IB II dt. 22.3.2005 & shall continue to function.

The constitution of Standing Purchase Committee(Higher) & Standing Purchase Committee(Lower) will be as under:-

Standing Purchase Committee(Higher)	Standing Purchase Committee(Lower)
1. Financial Commissioner & Principal Secretary: Industries Department. (Chairman)	1. Director, Supplies & Disposals or his representative
2. Financial Commissioner & Principal Secretary: Finance Department or his representative.	2. Head of the Indenting Department or his representative
3. Financial Commissioner & Secretary: Indenting Department or his representative not below the rank of Deputy Secretary.	3. Representative of the Finance Department not below the rank of Under Secretary.
4. Director, Supplies & Disposals. (member secretary)	4. Technical Expert, Industries Department
5. Head of the Indenting Department	5. Any other member to be co-opted as considered necessary.
6. Technical Expert, Industries Department	
7. Any other member to be co-opted as considered necessary.	
The quorum will be of four members	The quorum will be of three members

In the meeting of Standing Purchase Committee(Lower)/Technical Committee, a representative of Vigilance Department may be associated as a member where samples are to be examined.



31  
2

b. To finalise the purchase cases of Boards/Corporations/Federations which are processed by the concerned Boards/Corporations/Federations:

Boards/Corporations/Federations of Haryana shall put up their purchase cases valuing above Rs. 50 lacs. before the Special High Powered Purchase Committee which will be competent to decide the purchase. The constitution of the Special High Powered Purchase Committee will remain the same as constituted vide memo no. 2/1/2004-4B II dt. 22.3.2005 & shall continue to function.

The Boards/Corporations/Federations will decide all their purchases valuing below Rs. 50 lacs. at their own level.

As already mentioned by the State Govt. in their memo no. 2/1/2004-4B II dt. 22.7.2004, for purchase of common items, the indents will be sent by Boards/Corporations/Federations to Director, Supplies & Disposals, Haryana & once a rate contract has been issued by Director, Supplies & Disposals, Haryana after approval of High Powered Purchase Committee, no Board/ Corporation/ Federation will call tenders for such items at their level and will purchase the stores against the rate contract so as to avoid duplicity of efforts & rates.

c. To finalize the purchases of such items required by Govt. departments which are not store items of Directorate of Supplies & Disposals, Haryana:

For the items required by Government depts, which are not the store items of Directorate of Supplies & Disposals, Haryana (Annexure I to rule no. 1 contained in PRR Vol II) viz spare parts of buses by Transport department, Ready to eat food items by Women & Child Development department, fish/prawn seeds/feeds by Fisheries department/paper, photocopier & other allied items relating to Printing & Stationary department, Horticulture items etc., the tenders will be called & processed by the concerned depts. at their level as per the existing procedure. The purchases will be decided as under:-

Value of case	Competent authority
For cases valuing upto Rs. 10 lacs.	Committee at the level Head of the of concerned Department
For cases valuing between Rs. 10 lacs. to 30 lacs.	Committee at the level of Financial Commissioner & Principal Secretary of the concerned Department
For cases valuing above Rs. 30 lacs.	High Powered Purchase Committee.

The constitution of High Powered Purchase Committee will remain the same as has been constituted in respect of indents valuing above Rs. 30 lacs. to be processed by Director, Supplies & Disposals, Haryana except that Head of the concerned department will be the Member Secretary instead of Director, Supplies & Disposals, Haryana. The concerned department will circulate the agenda note for the meeting of High Powered Purchase Committee. The constitution of remaining two Purchase Committees to decide the purchases below Rs. 30 lacs., will be as under:-

Standing Purchase Committee (Lower) (For purchases upto Rs. 10 lacs.)	Standing Purchase Committee (Higher) (For purchases between Rs. 10 to 30 lacs.)
1. Head of the Indenting Department or his representative	1. Financial Commissioner & Principal Secretary of the concerned Department Chairman
2. A representative of Finance Department not below the rank of Under Secretary.	2. Financial Commissioner & Principal Secretary: Finance or his representative
3. Technical Expert, Industries Department	3. Head of the Indenting Department or his representative member secretary
4. Any other Technical Expert of the relevant field to be co-opted as considered necessary.	4. Technical Expert, Industries Department
	5. Any other Technical Expert of the relevant field to be co-opted as considered necessary.

2. The purchasing power at the level of PGIMS, Rohtak is hereby increased from Rs. 5 lacs. to Rs. 10 lacs. (ad hoc items)

35

**3. Post tender negotiations of rates:**

The existing practice of holding negotiations, by the Special/High Powered Purchase Committee with all the technically valid tenderers is hereby dispensed with. In future, negotiations of rates should be held by Special/High Powered Purchase Committee with lowest valid tender/s only.

The existing system of finalization of purchases by Standing Purchase Committee (Higher) & Standing Purchase Committee(Lower) without holding negotiations of rates with the bidders will continue. If the lowest valid rates are observed to be not reasonable, then the Purchase Committees may either decide to re-invite the tenders or counter offer of reasonable rate/s may be made to the lowest valid bidder.

**4. Purchase preference:**

Purchase preference may be allowed up-to 50% of the requirement to the Industrial Units located in Haryana on the lowest quoted/agreed rates provided the tendering firm claim the purchase preference tender and submit the registration certificate and the valid purchase preference certificate issued by the Industries Department alongwith their tender and submit an affidavit that their Sales Office for the purpose of billing is based in Haryana and all the billings are/will be raised from Haryana only.

**5. Purchase of stores from manufacturers/dealers:**

When manufacturer as well its dealer/s both quote the rates in the same purchase case, then for the purpose of distribution of order, they will be considered as one offer & the order/rate contract will be placed on that firm only which has quoted lower rates among such offers & the offer is as per NIT.

**6 Processing charges of Director, Supplies & Disposals, Haryana for processing the indents of Boards/Corporations/Federations:**

The instructions issued by the State Govt. vide memo no. 2/1/2004-4IB II dt. 22.7.2004 regarding depositing of the processing charges with Directorate of Supplies & Disposals, Haryana by Boards/Corporations/Federations, @ 1% of the value of the supply orders for which they send indents to Director, Supplies & Disposals, Haryana, will remain continue. However, no processing charges to Director, Supplies & Disposals, Haryana will be applicable in respect of such purchase cases, in which cases are called & processed by the concerned Department/Board/Corporations/Federation at their level & Director, Supplies & Disposals, Haryana is only a member of the Purchase Committee.

**7. Purchases of Stores from the Rate Contracts issued by Director, Supplies & Disposals, Haryana:**

Purchase of stores from the rate contracts issued by Director, Supplies & Disposals, Haryana will be sanctioned by the authorities as under:-

Value of case	Competent authority to sanction the purchase
For cases valuing upto Rs. 10 lacs.	Head of the concerned Department
For cases valuing between Rs. 10 lacs. to Rs. 30 lacs.	Financial Commissioner & Principal Secretary of concerned Department
For cases valuing above Rs. 30 lacs.	Minister in charge of the concerned Department

**8. Repeat Supply Orders:**

In respect of supply orders placed by the Director, Supplies & Disposals, Haryana, the repeat supply orders will be sanctioned by the authorities, as under:-

Value of case	Competent authority to sanction the repeat order
For cases valuing upto Rs. 10 lacs.	Director, Supplies & Disposals, Haryana
For cases valuing between Rs. 10 lacs. to Rs. 30 lacs.	Financial Commissioner & Principal Secretary; Industries Department.
For cases valuing above Rs. 30 lacs.	Chairman of High Powered Purchase Committee

36

9. Purchases of Stores from Approved Sources & the rate contracts issued by Director General Supplies & Disposals, Govt of India:

Purchases of Stores from the Approved Sources declared by the State Govt. & from the rate contracts issued by DGS&D, Govt. of India will be sanctioned by the authorities as under:-

Value of case	Contractual Authority to sanction the purchase
For cases valuing upto Rs. 10 lacs.	Head of the concerned Department
For cases valuing between Rs. 10 lacs. to Rs. 30 lacs.	Financial Commissioner & Principal Secretary of the concerned Department
For cases valuing above Rs. 30 lacs.	High Powered Purchase Committee

In case of DGS&D Rate Contract, the concerned Departments/ Boards/ Corporations/ Federations will either send indent alongwith funds to DGS&D, Govt. of India as per their procedure or will enter into independent contract with the Rate Contract holding firm.

In case of purchase of Vehicles, the present system of clubbing the indents of Government Department/Boards/Corporations & then getting the purchases decided from High Powered Purchase Committee, will remain continue. Similarly, if for any other item, Director, Supplies & Disposals, Haryana arrange rate contract lower than DGS&D, Govt. of India rates, then the purchases will be made by the Departments/Boards/Corporations/Federations against the rate contract issued by Director, Supplies & Disposals, Haryana.

10. Disposals of Stores:

Enhancement of Powers to dispose off the Stores: Finance Department vide their memo no. 2401/4 F.D.-II/236 dt. 13.2.1991 had enhanced the powers of Condemnation Board at the level of Dy. Commissioners to Rs. 50,000/-. Now, the stores whose book value is less than or equal to Rs. 2,00,000/-. shall be got condemned/disposed off by the Condemnation Board under the chairmanship of Deputy Commissioner of concerned district through monthly auction or tenders as may be decided by the Board.

The instructions contained in Haryana Govt. memo no. 2/1/2004-4IB II dated 22.7.2004 & no. 2/1/2004-4IB II dated 22.3.2005 shall be deemed to have been amended to the above extent.

This issues with the concurrence of the Finance Department conveyed vide their U.O. no. 9/8/2004-4FD-III/957(05) dated 4.05.2005.

Yours faithfully,

*[Signature]*  
Special Secretary Industries,  
for Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department.

Dated : 6.05.2005

Endst. 2/1/2004-4IB-II

A copy is forwarded to all the members of the Standing Purchase Committees for information and necessary action.

*[Signature]*  
Special Secretary Industries,  
for Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department.

Dated : 6.05.2005

Endst. 2/1/2004-4IB-II

A copy is forwarded to the Director, Supplies and Disposals, Haryana, Chandigarh for information and necessary action.

*[Signature]*  
Special Secretary Industries,  
for Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department.

5

Endst. 2/1/2004-4IB-II

Dated : 6.05.2005

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh for information.

*[Signature]*  
Special Secretary Industries,

for Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department.

U.O. No. 2/1/2004-4IB-II

Dated : 6.05.2005

A copy is forwarded to all Financial Commissioners & Principal Secretaries and Administrative Secretaries to Govt. Haryana for information and necessary action.

*[Signature]*  
Special Secretary Industries,

for Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department.

To

All the Financial Commissioners & Principal Secretaries and Administrative Secretaries to Govt. Haryana.

U.O. No. 2/1/2004-4IB-II

Dated : 6.05.2005

A copy is forwarded to the Financial Commissioner & Principal Secretary to Govt. Haryana, Finance Department for information with reference to his U.O. No. 9/8/2004-4FD-III/957(05) dated 4.05.2005.

*[Signature]*  
Special Secretary Industries,

for Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department.

To

The Financial Commissioner & Principal Secretary to Govt. Haryana, Finance Department.

U.O. No. 2/1/2004-4IB-II

Dated : 6.05.2005

A copy is forwarded to the Sr. Spl. Private Secretaries/Spl. Private Secretaries /Private Secretaries to the Chief Minister/ Ministers for their kind information.

*[Signature]*  
Special Secretary Industries,

for Financial Commissioner & Principal Secretary to Govt. Haryana,  
Industries Department.

To

The Sr. Spl. Private Secretaries/ Spl. Private Secretaries /Private Secretaries to the Chief Minister/Ministers.

U.O. No. 2/1/2004-4IB-II

Dated : 6.05.2005



**HARYANA POWER GENERATION CORPORATION LIMITED**  
Regd. Office – C-7, Urja Bhawan, Sector-6, Panchkula.

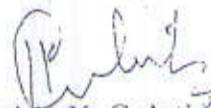
**EXCERPTS OF MINUTES OF MEETING OF THE WHOLETIME DIRECTORS OF HARYANA POWER GENERATION CORPORATION LIMITED HELD ON THURSDAY 08 NOVEMBER 2012 AT 3:00 P.M. IN THE CONFERENCE HALL, URJA BHAWAN, SECTOR-6, PANCHKULA**

**5 Disposal of Scrap and unserviceable material lying at the various projects of HPGCL through MSTC by e-auction.**

Whole Time Directors considered the memorandum and after deliberations approved the proposal as brought out in the memorandum subject to following changes:-

- i) The constitution of disposal committee as proposed under Para-9 of the memorandum should include the senior most SE of the respective plant as a member of the committee, at Sr. No. 9 (III), without any nomination.
- ii) SE/MM & Stores (Member Secretary) of the Committee will incorporate the reserve prices on the website of MSTC before starting e-auction.
- iii) The disposal of scrap will be done individually by the Disposal Committee of the Plant.
- iv) If MSTC is un-successful in disposing off any scrap item after three attempts or after receipt of their refusal, the matter will be referred back by MSTC to HPGCL and the Disposal Committee of each plant is authorized to dispose off the scrap through tender under existing procedure.
- v) For the first time, MoU may be signed by the CE/PTPS-2 and FA/HQ on behalf of HPGCL and disposal of scrap will be done by the Disposal Committee of the respective Power Station.
- vi) The Disposal Committee and WTDs are authorized to dispose off the scrap where the highest bid is lesser by 5% as proposed under Para-11 of the Memorandum.
- vii) The reserve price would be fixed by the Disposal Committee of the Plant in each case.

For and on behalf of  
 Haryana Power Generation Corporation Limited

  
 (Harish K. Gulati)  
 Company Secretary

## MEMORANDUM

SUBJECT: DISPOSAL OF SCRAP AND UNSERVICABLE MATERIAL LYING AT THE VARIOUS PROJECTS OF HPGCL THROUGH MSTC BY e-AUCTION.

Presently HPGCL is having three running projects i.e. PTPS, Panipat RGTTPP Khedar and DCRTTPP, Yamunanagar. Approximately 2000 MT of iron scrap (i.e. approx 1000MT of PTPS, 400 MT of DCRTTPP and 600MT of RGTTPP) and other unserviceable material gets accumulated at the various projects every year during the course of routine maintenance and overhauling etc. The scrap mainly comprises of iron & steel scrap, metal sheet cladding, battery scrap, dirty oil, burnt cables, used conveyor belts and surveyed off vehicles etc etc. In addition to above coal mill rejects and stone boulders also gets accumulated at each station.

Presently the scrap is being disposed off by inviting bids through NIT as per the procedure approved by BOD in its 51th meeting vide agenda item No-87. The decision along with memorandum is attached as Annexure-I. Respective Chief Engineers of the projects have been authorised to dispose off the scrap. The reserve price of the various lots is fixed by the disposal committee comprising of the following.

- i) Chief Engineer of the respective project
- ii) Superintending Engineer to be nominated by Director
- iii) Senior Accounts Officer

As per office order No. 12/GENCO/REG-5 dated 17.05.99 (Annexure-II) under para No. 5, Disposal Committee have been authorised to dispose off a lot having value up to 50 lakh and beyond 50 lakh approval of WTD is required.

The above procedure is quite time consuming and the market of scrap is very volatile. In the past it has been observed that in spite of all out efforts the firms/bidders do not lift the scrap. If the scrap is not disposed off for a longer period it starts getting deteriorated and its value also gets reduced. Further there is space constraint also for storage of scrap.

The total value and type of scrap to be disposed off during a period depends upon the various activities i.e. maintenance jobs/overhauling carried out during that period. Thus the value can not be ascertained but with the past experience it is estimated that that value of scrap in a year for all the three projects will be around Rs 300 lakh i.e. around 150 lakh of PTPS, 60 lakh of DCRTTPP & 90 lakh of RGTTPP.

MSTC Ltd, A Govt of India Undertaking, under the Ministry of Steel is handling disposal activities of Govt Departments/PSU like NTPC, BHEL, Indian oil, MPGENCO etc through e-auction. The competition in the vendors will be much better because MSTC has vast experience in this field and their vendor base is quite large. Through e-auction the Corporation will get best prices of the scrap and the disposal of scrap will be fast.

The other power utilities like HVPNL, DHBVNL and UHBVNL in Haryana have also engaged MSTC for disposal of their scrap.

To get best prices of the scrap and its timely disposal it is proposed to have an agreement with MSTC for a period of three years on the same lines as of DHBVNL.

The salient features of agreement will be as under:-

- i) MSTC owns a website named [www.msfcecommerce.com](http://www.msfcecommerce.com) for disposal of all scrap, surplus stores and equipment, misc articles etc. In addition to above add-ons to the category of disposal can be affected on mutual consent.

ii) The Contract will remain valid for 5 years from the date of agreement which could be extended for such further period on such terms and conditions as mutually agreed upon by the parties hereto.

iii) MSTC shall conduct e-auction sale directly and in no case the appointment of any dealer/trader/auctioneer for the purpose will be considered. MSTC will offer guidance in regard to make lots for the purpose of e-auction and will act on the basis of list of disposable materials received from the Principal.

iv) MSTC would arrange publicity for disposal through e-auction by way of occasional advertisement in leading dailies/Newspapers/Websites and other internet tools. In addition the system shall notify automatically to all the buyers who are registered with the auction website.

v) The reserve price of each lot are to be fixed and entered by the Principal in the website, which will be only assessable by the Principal and none else, for the disposable material. In case the reserve price is not entered by the Principal prior to commencement of the auction, the lot for which the reserve prices have not been entered shall stand automatically with drawn by the system.

vi) On the close of any auction, Principal will receive a system generated e-mail indicating the status of auction which will inter alia include sold lots, subject to approval (STA) lots and also lots not sold with highest bid received for record. The Principal shall have the option to visit the site to obtain full report of any particular auction, which will normally depict the replica of the bid sheet of a particular auction.

vii) If in respect of any item(s) covered under the selling agency agreement, it is desired by the Principal to have a market survey, the cost for the same will be borne by the Principal. The market survey could be done by themselves or by engaging consultants.

viii) MSTC shall enter into sale contracts with the successful bidders/buyers/customers by issuing sale orders/acceptance letters on behalf of Principal through the system for the sold lots. MSTC will accept sale price/bid money for onward submission to the Principal.

ix) Principal will have to supply all the details to MSTC for arranging e-auction. MSTC will suggest about preparation of lots for auction.

x) MSTC shall be entitled to a service charges @ 3% on the value material disposed, arrived on the basis of value of Delivery Order (DO) issued through e-auction over the net. The service tax, surcharge and education cess etc will be applicable on the service charges as per govt norms.

xi) The agreement shall be subject to termination with clear three calendar months notice in writing from either side before the expiry of the contract.

The detailed standard terms and conditions of MOU with MSTC as selling agency are as per Annexure-III. The terms & conditions regarding payment

schedule, lifting schedule and other terms & conditions, to be incorporated in the NIT by MSTC on behalf of HPGCL has to be intimated by HPGCL. The same are attached as Annexure-IV and have been got vetted from FA&CAO/PTPS, Panipat.

9. After entering in to the agreement with MSTC, the reserve price of each lot is to be incorporated in the official website of MSTC before starting the e-auction. For fixing the reserve prices of the various lots, the disposal committee comprising of the following officers is proposed:-

I)	Chief Engineer of respective plant	Chairman
II)	Financial Advisor of respective plant	Member
III)	One SE to be nominated by Director for one turn	Member
IV)	Concerned SE /MM &Stores	Member Secretary

The member secretary will act as the Nodal officer for coordination with MSTC on behalf of HPGCL. The above committee will be formed for each project. Each committee will work for the complete one financial year for all the three projects turn by turn. The committee will fix the reserve prices in respect of all the lots. The reserve prices of the lot having value more than Rs. 50 Lakh will be required to be got approved from Whole Time Directors of HPGCL. To start with the process, the committee of PTPS will act as disposal committee for the remaining period of 2012-13 and 2013-14. Chairman of the committee will incorporate the reserve prices in the web site of MSTC before starting of e-auction.

The lots will be identified station wise by the respective Chief Engineers.

Broadly the lots will be as under:-

- i) Mixed Iron scrap.
- ii) Cast Iron Scrap.
- iii) SS Scrap magnetic.
- iv) SS Scrap non magnetic.
- v) Scrap of grinding rolls and bullring segments.
- vi) Scrap of grinding media.
- vii) Scrap of MS pipes.
- viii) Scrap of APH baskets.
- ix) Scrap of bearings.
- x) Scrap of conveyor belts.
- xi) Scrap of other rubber items.
- xii) Dirty Transformer oil.
- xiii) Dirty Lube oil.
- xiv) Servo Tak-40.
- xv) Scrap of battery.
- xvi) Scrap of empty drums (usable).
- xvii) Scrap of empty drums (non-useable).
- xviii) Empty Plastic canes.
- xix) Surveyed off vehicles.
- xx) Surveyed of heavy machinery equipments.
- xxi) Unusable armoured cables.
- xxii) Scrap of un-armoured cables.
- xxiii) Scrap of copper cables.
- xxiv) Scrap of crusher hammers.



xxv) Surveyed oil transformers.

xxvi) Coal Mill Reject

xxvii) Stone Boulders

xxviii) Surveyed off motors.

Or any other item to be disposed off

If any lot could not be disposed off through e-auction by MSTC being of low quantity and less value or due to any other valid reasons, the same will be disposed off by respective Chief Engineers through Press Tender/Ltd. Enquiry.

10. After signing of MOU, all lots of scrap irrespective of their value will be disposed off to the highest bidder by issue of sale order i.e approval of Disposal Committee or WTDs will not be required.
11. If the highest bidder for a particular lot has quoted prices which are lesser up to 10% than the reserve prices and the Committee feel necessary to dispose off such lot then Disposal Committee constituted under para-9 can consider and decide up to a lot value of Rs 50 Lakh and for the lot value above 50 lakh approval will be obtained from WTDs by the Disposal Committee.
12. The Chief Engineer/PTPS-2 and FA&CAO/PTPS will sign MOU with MSTC on behalf of HPGCL.

Before obtaining the approval of Board of Directors of HPGCL, case submitted to Whole Time Directors of HPGCL for consideration and decision to forward the case to the Board of Directors of HPGCL for consideration and approval as under:-

- a. To sign an agreement with MSTC for disposal of scrap and unserviceable items of HPGCL.
- b. To accord approval to constitute the Disposal Committees for fixing the reserve prices as proposed under para-9.
- c. To approve the sale of all lots of scrap to the highest bidder as proposed under para-10.
- d. To authorise the Disposal Committee and WTD to dispose off the scrap where the highest bid is lesser by 10% as proposed under para-11.
- e. Chief Engineer/PTPS-2 and FA&CAO/PTPS may be authorised to sign agreement on behalf of HPGCL.

The above memorandum is put up with the approval of Director/Technical.

Chief Engineer/PTPS-2

44

~~Annexure - I~~

~~ANNEXURE - I~~



HARYANA POWER GENERATION CORPORATION LIMITED  
Head Office - Shakti Bhawan, Sector-6, Panchkula

51.87 Disposal of Scrap/unserviceable material lying at various project stores of HPGCL

The Board of Directors considered and approved the proposal as contained in the memorandum.

For and on behalf of  
Haryana Power Generation Corporation Limited

  
(HARISH K. GULATI)  
COMPANY SECRETARY

**HARYANA POWER GENERATION CORPORATION LIMITED**  
**MEMORANDUM**

**Subject: Disposal of Scrap / unserviceable material lying at various project stores of HPGCL**

In HPGCL approx. 1500 MT scrap / unserviceable material gets accumulated at the various project sites every year during the course of routine maintenance / operation activities and overhauling of plants.

The following two modes are available as per Office Order No. 12/GENCO/Reg-5 dated 17.05.1999 for disposal of such scrap i.e. Disposal through Public Auction and Disposal by inviting Press Tenders

- (i) Disposal through Public Auction - All kinds of Iron and Steel scrap (except Coal Mill scrap containing Manganese Steel), Surveyed off / Condemned Vehicles, Batteries, Transformer / Lubricating oil, Circuit Breakers, Tyre & Tubes, Empty Drums & Cement / Polythene Bags and other Gadgets etc.
- (ii) Disposal by inviting Press Tenders - Surveyed off Power / Distribution Transformers, Core Lamination, Crushed Energy Meters, Zinc Scrap, Plant & Machinery, Heavy equipment, items with more Metallic value such as Cables/ Winding scrap of Transformers, Mobile Crane, Worn out Coal Mill / Crusher parts containing Manganese Steel.

2. Earlier, HPGCL had been engaging the services of the Auctioneer for disposal of material through public auction. However, no Auctioneer has been engaged in HPGCL since June, 2002 due to almost negligible commission charges quoted by the prospective Auctioneers this was not considered on sound legal footing. Under these conditions, the possibility of Auctioneers indulging in unethical practices in league with the bidders could not be ruled out. The disposal through press tenders is transparent and not susceptible to manipulations.


3. Considering the disposal of scrap / obsolete items through press tender as fair and transparent methodology, the BoDs in its 47 meeting held on 24.04.2003 approved the proposal to adopt this route for all items except the items of low value or which occupies more space. The disposal of scrap through press tenders requires additional staff as it involves lengthy procedure viz. preparation of list of disposable items after compiling the lists received from various stores of HPGCL, short-listing of items based on type of material, fixation of rates for determining the EMD, preparation of tender documents, issuance of press tenders & sale, receipt and opening of bids. The fixation of reserve price by Disposal Committee before opening the bids, Preparation of comparative statement, Preparation of proposal for decision of Disposal Committee, Issuance of security deposit notices to successful bidders, Issuance of sale orders to the prospective bidders accepting the offer and Refund of security to the successful bidders and EMD to the unsuccessful bidders.

4. The office of Chief Engineer/Projects & Planning is looking after the work of ongoing 2x300 MW DCRTTP, Yamuna Nagar having aggressive commissioning schedule in addition to the upcoming projects viz. 1000/1200 MW Hissar Thermal Power Project, 1500 MW Joint Venture coal based Jhajjar Thermal Power Project, 250 MW Pet-coke based Project etc. The Projects & Planning office is associated right from Planning & Design to the commissioning stage of the projects. Besides, other pending works / issues of 210 MW Unit-6, 2x250 MW Unit-7 & 8, PTPS, Panipat are also being handled by this office.

Keeping in view the preoccupation of the office of Chief Engineer/Projects & Planning with new Projects, Panipat Thermal Standing Committee vide Item No.2 in its 6<sup>th</sup> meeting held on 12.10.2006 at Panchkula desired the memorandum to be put up to the Board of Directors to authorise Chief Engineers of Projects to dispose off the scrap of their projects at their own level in future by following the similar procedure as being adopted by Chief Engineer/Projects & Planning.

The case is accordingly put up to the Board of Directors to authorise respective Chief Engineers of Projects / Power Stations to dispose off at their level scrap at their project in future by forming project-wise Disposal Committees comprising of Chief Engineer, SE (to be nominated by COO) and Sr. Accounts Officer of the project and by following similar procedure as being adopted by the Chief Engineer/Projects & Planning.

The above memorandum is placed before the Board of Directors, HPGCL with the approval of the Managing Director, HPGCL.

  
Chief Engineer/Projects & Planning,  
HPGCL, Panchkula.