



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

Chief Financial Officer,  
 HPGCL, Panchkula.

To

1. All Chief Engineer's in HPGCL.
2. Controller of Accounts, HPGCL
3. L.R. HPU, Shakti Bhawan, Panchkula
4. Company Secretary, HPGCL, Panchkula
5. Chief Accounts Officer, HPGCL, Panchkula
6. All FA & CAO's in HPGCL.
7. All Dy. Secys./ Under Secy.in HPGCL.
8. All Sr. A.O's and A.O's in HPGCL
9. All Section Officers in HPGCL.

Memo. No. 425/CFO/HPGCL/FIN- 43

Dated: 05.07.2019

**Subject: 4<sup>th</sup> amendments to the HPGCL Delegation of Power, 2016.**

The following Delegation of Powers are hereby amended and incorporated in HPGCL Delegation of Powers, 2016 as under:

i) **DoP No. 21 (a) - (viii) :**

Existing				Amendment			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
21 (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. Note: 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.	21(viii) (a) 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. The company owned pumping station /Govt. Owned pumping station may be preferred after exploring the competitive advantages to HPGCL. Note: 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.

ii) DoP No. 21 (a)- (viii) (b):

Existing				Amendment / Incorporation			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
				21 (viii) (b) To purchase required quantity of petrol/ diesel for vehicles used in HPGCL while on tour.	CE/HoD of respective transport department of HPGCL	Full Power	Advance / reimbursement of Fuel expensed shall be claimed by Driver on the basis of appropriate documentary evidence.
					Xen Incharge of transport	Rs. 5000/- per trip	

iii) DoP No. 21(b)- (ii) :

Existing				Amendment			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
21 (b) (ii) In case purchases are made at the approved rate of contract	Medicine Purchase Committee C.E S.E CMO/ SMO	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.	21 (b) (ii) In case purchases are made at the approved rate of contract	Medicine Purchase Committee C.E S.E CMO/SMO	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 & GeM portal or any other approved agency of Govt. ii) ESI/ Hospital Rate supply Contracts. iii) PGI, Rohtak Rate Contract. iv) Procurement from Govt. agencies/ CPSU.

iv) DoP No. 21(b)- (iii) :

Existing				Amendment			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
21 (iii) To sanction local purchase of medicines in case of urgency.	CMO SMO MO	Rs.5000/- Rs. 2500/- Rs. 1000/-	i) Powers are for each case. ii) Provided that medicines are not available in the stock at the time of local purchase. iii) Annual purchase of medicine should not exceed Rs.2 lac for each station. iv) Purchases shall be made after ascertaining the reasonability of rates and keeping in view the Haryana Govt. guidelines	21 (iii) To sanction local purchase of medicines in case of urgency.	SPC CMO SMO MO	Rs. 20000/- Rs.5000/- Rs. 2500/- Rs. 1000/-	i) Powers are for each case. ii) Provided that medicines are not available in the stock at the time of local purchase. iii) Annual purchase of medicine should not exceed Rs.5 lac for each station. iv) Purchases shall be made after ascertaining the reasonability of rates and keeping in view the Haryana Govt. guidelines

			<p>regarding remaining shelf life of the medicine at the date of purchase etc.</p> <p>v) Medicine of regular use should be purchased through normal purchase procedure as per DoP 21.</p> <p>vi) Where the post of CMO does not exist /posted, the power of CMO shall be exercised by the designated Medical Officers (SMO/MO)</p>				<p>regarding remaining shelf life of the medicine at the date of purchase etc.</p> <p>v) Medicine of regular use should be purchased through normal purchase procedure as per DoP 21.</p> <p>vi) Where the post of CMO does not exist /posted, the power of CMO shall be exercised by the designated Medical Officers (SMO/MO)</p>
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v) DoP No. 23 A : Sr. No. (v) Insurance of vehicle is removed as the same is already mentioned in DoP No. 42.

Existing				Amendment			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
<p>To sanction the payments of insurance premium for:</p> <p>(i) Plant equipment (Mega policy, Standard Fire and Peril Policy)</p> <p>(ii) Material purchased for stock or works (open transit policy)</p> <p>(iii) Transit insurance for material/equipment sent for repair</p> <p>(iv) Public liability insurance and any other statutory insurance cover is to be taken by the Corporation.</p> <p>(v) Insurance of Vehicles.</p>			<p>(i) Insurance shall be taken as per policy of the Corporation.</p> <p>(ii) NIT/ Limited enquiry shall be floated for competitive rates.</p> <p>(iii) In case of Single tender the power of S.E./C.E./ HoD shall be exercised by SPC.</p>	<p>To sanction the payments of insurance premium for:</p> <p>(i) Plant equipment (Mega policy, Standard Fire and Peril Policy)</p> <p>(ii) Material purchased for stock or works (open transit policy)</p> <p>(iii) Transit insurance for material/equipment sent for repair</p> <p>(iv) Public liability insurance and any other statutory insurance cover is to be taken by the Corporation.</p>			<p>i) Insurance shall be taken as per policy of the Corporation.</p> <p>ii) NIT/ Limited enquiry shall be floated for competitive rates.</p> <p>(iii) In case of Single tender the power of S.E./C.E./ HoD shall be exercised by SPC.</p>

iv) DoP No. 32 (iii) :

Existing				Amendment			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
To sanction sale of grass, sarkanda, trees, silt, stone or other produce in the corporation land	CE	Full Power	Mode of sale shall be NIT or auction.	To sanction sale of grass, sarkanda, trees, silt, stone or other produce in the corporation land	CE	Full Power	Mode of sale shall be NIT or auction or through Forest department or its authorised agency.


vii) DoP No. 45 (d) :

Existing				Amendment			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
For Items/ expenditure required for organizing/ celebration of National functions such as Independence/ Republic day and any other recognized celebration approved by M.D.	MD	Full Power	The powers are per occasion.	For Items/ expenditure required for organizing/ celebration of National functions such as Independence/ Republic day and any other recognized celebration approved by M.D.	MD	Full Power	The powers are per occasion.
	Directors	Rs. 2.00 Lacs			Directors	Rs. 2.50 Lacs	
	C.E/HoD	Rs. 1 Lac			C.E/HoD	Rs. 1.50 Lac	

viii) DoP No. 74 :

Existing				Amendment			
Name of Power	To Whom delegated	Delegation	Remarks	Name of Power	To Whom delegated	Delegation	Remarks
To sanction lease of houses land or other immovable property belonging to the Corporation	TSC	Upto 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.	To sanction lease of houses land or other immovable property belonging to the Corporation	CE's	Upto 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 and the allotment is made by following a transparent indiscriminate and standard procedure .

This issues with the approval of Board of Directors, HPGCL in its 118<sup>th</sup> meeting held on 11.06.2019.

  
 Sr.Accounts Officer/Finance  
 for Chief Financial Officer  
 HPGCL, Panchkula

CC :

1. Sr. PS to ACS (Power)- cum-Chairman, HPGCL for kind information to ACS (Power)- cum-Chairman please.
2. Sr. PS to Managing Director, HPGCL for kind information to MD please.
3. Sr. PS to Director/Tech., HPGCL for kind information to Director/ Technical please.
4. Sr. PS to Director/Gen., HPGCL for kind information to Director /Generation please.
5. PA to Chief Financial Officer, HPGCL for kind information to CFO please.
6. Xen/ IT, HPGCL, with the request to upload the same on HPGCL website pl.