

BOOK OF FINANCIAL POWERS

FOR

GENERATION COMPANIES

March 15, 2010

PREFACE

1. The Book of Financial Powers of WAPDA has been used as an interim arrangement while company was passing through transitional phase since its incorporation. The Book of Financial Powers has been developed now to enable the company to operate in a commercial environment and simultaneously empowering the Management of the Company. The delegation of financial powers has been aligned with the requirements of the functional responsibilities of officers of the Company.
2. Powers not specifically mentioned in this book of financial powers but which were exercised by various officers of the Company in respect of projects or activities transferred from WAPDA to the Company shall continue to be exercised by the corresponding officers of the Company in respect of those projects and activities upto the extent approved by BOD.
3. The exercise of powers covered by the present delegation will be subject to such detailed rules or procedures as have already been approved by the Board of Directors or as the Board of Directors may, at any time, approve.
4. These delegations will be subject to the following general conditions:-
 - (i) That the powers are not exercised except to promote a program, project or activity approved by a competent authority of the Company or in its absence by the Competent Authority of WAPDA;
 - (ii) That funds exist or are provided for in the sanctioned budget of the Company either on a lump sum basis or specifically for the project or activity in connection with which the power is exercised;
 - (iii) that foreign exchange if involved has been either already made available or its provision exists in the foreign exchange budget of the Company sanctioned by the Government (Release of cash foreign exchange against each project and activity will be made by the Company as soon as the allocation to the Company has been approved and made available by the Government), or arrangements made from the open market by the Company;
 - (iv) That an individual item is not split up into parts merely to enable a part of the whole item to qualify for a particular sanction;
 - (v) that the powers delegated to and exercisable by an officer shall also be exercisable by his higher authorities;
 - (vi) that officers working as staff officers and not holding independent charge of an office shall not exercise powers delegated to officers of their rank in this book unless they are specially authorized to do so by their respective competent authority in which case consent of the Board of Directors to their exercising such powers in their respective sphere of duties shall be presumed to have been given;
 - (vii) that the officers working as Plant Managers shall, unless otherwise decided by the Board of Directors by general or special order, exercise powers in their respective sphere of duties as delegated to officers of their rank in this book.
5. The monetary limits prescribed are exclusive of all applicable taxes / duties. This book shall be maintained and kept upto date in respect of all amendments / modifications made therein by the Board of Directors from time to time. For this purpose, Head of Divisions / Officers shall nominate one of their subordinates to perform this duty carefully so that correct application and exercise of powers contained in this book can be ensured.

Engr. Tahir Basharat Cheema
Managing Director PEPCO

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SECTION - I

POWERS OF THE BOARD AND CHIEF EXECUTIVE OFFICER

1. Constitution of the Board.

- 1.1 The Jamshoro Power Company Limited (GENCO-I) is a Public Limited Company registered under the Companies Ordinance 1984. The Company has a Board of Directors (**Board**) Comprising of Seven Directors.
- 1.2 The Company is a corporate body and is entitled to acquire, hold and dispose of property and shall have perpetual succession and a common seal and shall by the said name sue and be sued.

2. General Powers and Duties of the Board.

- 2.1 The Board shall prepare for the approval of the Government a comprehensive plan for the development of the Generation resources of the company.
- 2.2 The Board shall for the purposes of the NEPRA Act 1997 shall have all the powers of the licensee and discharge all the obligations of licensee under the said Act:
- 2.3 The Board may take such measures and exercise such powers as is necessary or expedient for carrying out of the purposes of NEPRA Act 1997.
- 2.4 The Board may from time to time employ such officers and officials, or appoint such experts or consultants as it may consider necessary for the performance of its functions, on such terms and conditions as it may deem fit.

2.2 Delegation of Powers to Chairman, Member of Board or officers of the Company

The Board may by general or special order delegate to the Chairman or Member of the Board or officer of the Company, any of its powers, duties or functions subject to such conditions as it may think fit to impose.

2.3 Company Fund

- 2.3.1 There shall be a fund to be known as the "Company Fund" vested in the Board, which shall be utilized by the Board to meet charges in connection with various functions, including the payment of salaries and other remunerations to the Chairman, Directors, Officers and Officials.
- 2.3.2 The Company Fund shall consist of:
 - 2.3.2(a) grants made by the Government;
 - 2.3.2(b) loans obtained from the Government, non government agencies, banks etc;
 - 2.3.2(c) sale proceeds of bonds, debentures, commercial papers or other securities issued by the Board.
 - 2.3.2(d) all sums on account of dividends, shares, bonds, debentures, commercial papers, securities or any other payments received from other companies ;
(Distribution companies, Generation Companies, NTDC, IPPs etc.)
 - 2.3.2(e) loans obtained by the Board with the special or general sanction of the Government;
 - 2.3.2(f) foreign aid and loans obtained from the International Banks/Donors for Re-construction and Development or otherwise, with the sanction and under the guarantee of and on such terms and conditions as may be approved by the Government; and
 - 2.3.2(g) all other sums received by the Company.

2.4 *Maintenance of Accounts*

The Company shall maintain complete and accurate books of accounts in such form as may be prescribed and for the fulfillment of the requirements of Companies Ordinance, 1984 and applicable International Accounting Standards.

3. *Powers of the Chief Executive Officer*

All powers vested in the Board under Companies Ordinance 1984 and NEPRA Act, 1997 provided that the following cases shall be referred to the Board for final decision:

- 3.1 Perspective- and five-year plans for the development and enhancement of Generation Facilities. .
- 3.2 Processing of PSDP and arrangements for internal and external loans and cash foreign exchange;
- 3.3 Annual Budget and Revised Estimates;
- 3.4 Monitoring of Project Implementation;
- 3.5 Monitoring of Operational Plans;
- 3.6 Cases involving departure from the approved Annual Development Program/Operating Budget; in case of variation in the revenue budget upto 10% variation should be the powers of CEO and more than 10% would be referred to BOD.
- 3.7 Cases relating to acceptance of tenders for works where the lowest bid is accepted but the amount of such bid exceeds rupees Rs.40 Million;
- 3.8 Cases relating to purchase of stores where the value of such stores exceeds Rs.40 Million.
- 3.9 Cases relating to disposal of property where the value of such property exceeds Rs. 6.0 Million.
- 3.10 Cases involving important policy decisions for departure from the established policies.
- 3.11 The appointment, posting and transfer / removal of Technical Director / Finance / Admn & HR Director, Chief / Sr. Manager, Manager and officers of equivalent status will be done with the prior approval of the Board.
- 3.12 Appeals against order of removal/dismissal of officers of the rank of Manager and above shall be heard and decided by the Board. Appeals against promotion of such officers will lie with the Board only where the rules and procedure have been violated.
- 3.13 The laying down of the procedure for the recruitment of staff and the framing of their service rules will be considered as question of personnel policy and will require the approval of the Board.
- 3.14 Processing of upgradation / Rehabilitation/Extension of generation facilities and arrangements for local and foreign loans.
- 3.15 Soliciting approval for Cases (if any) involving important policy decisions for departure from the established policy.
- 3.16 Soliciting approval for Fuel/Gas Supply Agreements.
- 3.17 Soliciting approval for Power Sale Agreement with NTDC.
- 3.18 Approval for creation and Abolition of Posts.
- 3.19 Preparation of Recruitment Conditions of Service including Disciplinary Power.
- 3.20 Soliciting approval for Company funds.
- 3.21 The Plans for privatization or re-structuring of any operational unit of the Company.
- 3.22 Soliciting approval for Agreements with any Govt. or Non-Govt. Organizations/Departments.

SECTION-II
ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION TO WORKS ,
PURCHASES AND REPAIRS

Nature of Power		Competent Authority	Monetary Limit
2.1.1	Administrative approval of works, tools and plants, and repairs	(i) BOD (ii) Chief Executive Officer (iii) Technical Director (iv) Plant Manager	Full Powers Rs. 40.0 Million Rs. 10.0 Million Rs. 4.0 million
2.1.2	Technical Sanction of works, tools and plants, and repairs	(i) BOD (ii) Chief Executive Officer (iii) Technical Director (iv) Plant Manager	Full Powers Upto Rs.50 Million Upto Rs.20 Million Rs. 10.0 million
2.2.1	Administrative approval of works of repairs to buildings (ordinary and special repairs of residential & non-residential works.	(i) Chief Executive Officer (ii) Technical Director (iii) Plant Manager	Full Powers Rs. 1.0 Million Rs. 0.2 Million
2.2.2	Technical sanction of works of repairs to buildings	(i) Technical Director (ii) Plant Manager	Full Powers Upto Rs. 1.0 Millions
2.2.3	Administrative Approval of Deposit works	(i) Chief Executive Officer (ii) Technical Director (iii) Plant Manager	Full Powers Rs.4.0 Million Rs.2.0 Million
2.2.4	Technical Sanction of Deposit Works	(i) Chief Executive Officer (ii) Technical Director (iii) Plant Manager	Full Powers Rs.4.0 Million Rs.2.0 Million

SECTION-III

ADMINISTRATIVE APPROVAL & TECHNICAL SANCTION FOR TOOLS AND PLANTS

Nature of Powers		Competent Authority	Monetary Limits
3.1.1	Administrative approval for Repair & / or overhauling of Tools & Plants including vehicles.	(i) BOD (ii) Chief Executive Officer (iii) Technical Director. (iv) Plant Manager.	i. Full Powers ii. Rs. 6.0 Million iii. Rs. 2.0 Million iv. Rs. 0.5 Million
3.1.2	Technical sanction to estimates for purchase of tools & plants after obtaining administrative approval of competent authority.	(i) BOD (ii) Chief Executive Officer (iii) Technical Director. (iv) Plant Manager.	i. Full Powers ii. Rs. 6.0 Million iii. Rs. 2.0 Million iv. Rs. 0.5 Million
3.2.1	Administrative approval for repair and / or overhauling of T&P, vehicles and light machinery.	(i) BOD (ii) Chief Executive Officer (iii) Technical Director. (iv) Plant Manager.	i. Full Powers ii. Rs. 1.0 Million iii. Rs. 0.5 Million iv. Rs. 50,000/-
3.2.2	Technical sanction to estimates for repair and / or overhauling of T&P, vehicles and light machinery.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	i. Full powers ii. Rs. 1.0 million iii. Rs. 0.5 million
3.3.1	Administrative Approval to local manufacturing and / or repair of power house equipment	(i) BOD (ii) Chief Executive Officer (iii) Technical Director. (iv) Plant Manager.	i. Full Powers ii. Rs. 3.0 Million iii. Rs. 1.5 Million iv. Rs. 0.3 Million
3.3.2	Technical sanction to estimates for local manufacturing or repair of Power House Equipments and placing of Work Order.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	i. Full powers ii. Rs. 2.0 million iii. Rs. 1.0 million

SECTION-IV

WORKS against tenders, quotations (limited enquiry) of proprietary items and without calling quotation

Nature of Powers.		Competent Authority	Monetary Limit
4.1.1	Acceptance of tenders for construction, maintenance and repair works.	(i) BOD (ii) Chief Executive Officer (iii) Technical Director. (iv) Plant Manager.	i. Full Powers ii. Rs. 40 Million iii. Rs. 20 Million iv. Rs. 2.5 Million
4.1.2	Acceptance of tenders for entering into foreign & local contracts for overhauling and other works of Power Plant.	(i) BOD (ii) Chief Executive Officer (iii) Technical Director.	i. Full Powers ii. Rs. 100 Million iii. Rs. 40 Million
4.1.3	Acceptance of tender for repairs of used parts of Power Station of proprietary nature such as Turbine Nozzles / Buckets, Turbine / Generator Rotors, HV/LV breakers / motors and other major power plant equipment.	(i) BOD (ii) Chief Executive Officer (iii) Technical Director.	i. Full Powers ii. Rs. 40 Million iii. Rs. 20 Million
4.1.4	Award of contract work orders for works against limited inquiry in emergent situation.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	Rs. 2 Million in each case. Rs. 1 Million in each case, subject to a maximum of Rs. 10 Million in a year on all cases. Rs. 0.1 Million in each case, subject to a maximum of Rs. 1 Million in a year on all cases.
4.1.5	Variation / change in original contract / work orders / purchase orders.	(i) Chief Executive Officer. (ii) Technical Director	Upto maximum of 15% of the total amount of the original contract price. Upto Maximum 10% of contract price or Rs. 15 Million, which ever is less for all variation orders.
4.1.6	Placing of work order for repairs and / or overhauling of tools, plants, vehicles and light machinery without inviting quotations / tenders.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	i. Rs. 0.2 million ii. Rs. 0.15 million iii. Rs. 0.05 million

4.1.7	Placing of work orders for repairs and / or overhauling of Tools and Plants, vehicles and light machinery by calling quotations.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	Full powers Rs. 1.0 million Rs. 0.5 million
4.1.8	Placing of work orders for local manufacturing and / or repair of Power House Equipment by calling quotations.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	Full powers Rs. 2.0 million Rs. 1.0 million

Note:

- 1) The powers delegated under Clause-4.1.4 regarding award of contract for work order in emergent situation may only be implemented under intimation to the next higher authority.
- 2) In case the price of the materials/equipment is not downward, the repeat order may be placed by the competent authority on the basis of already accepted rates on the same firm with whom order has already placed upto 50% of the value of original order or Rs. 2.0 Millions which ever is less during the currency of the work/purchase order or within a period of six months of the original order.

SECTION-V

PURCHASE OF STORES INCLUDING CIVIL CONSTRUCTION / MAINTENANCE ITEMS, T&P & INSTRUMENTS

Nature of Powers		Competent Authority	Monetary Limit
5.1.1	Acceptance of tenders for local purchase for annual requirement as well as immediate incorporation in work.	(i) Board of Directors (i) Chief Executive Officer (ii) Tech. Director. (iii) Plant Manager.	Full Powers Rs.40 Million Rs.20 Million Rs. 02 Million
5.1.2	Acceptance of quotations (limited enquiry) for local purchases.	(i) Chief Executive Officer (ii) Tech. Director. (iii) Plant Manager.	<u>Rs. 1.0 million at a time.</u> Rs. 0.5 Million at a time. Rs. 0.3 Million at a time.
5.1.3	Local purchase of stores without calling quotations.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	Rs. 0.3 million at a time. Rs. 0.1 million at a time. Rs. 50,000 at a time.
5.1.4	Local purchase of tyres and tubes for immediate use without calling quotations.	(i) Chief Executive Officer (ii) Technical Director (iii) Plant Manager.	Rs. 100,000 at a time. Rs. 50,000 at a time. Rs. 30,000 at a time.
5.1.5	Acceptance of tenders for procurement of foreign material/spares/equipment.	(i) BOD (ii) Chief Executive Officer (iii) Technical Director	Full Powers Rs. 300 Million Rs.100 Million
5.1.6	Acceptance of tenders for purchase of Furnace Oil, Diesel, other Fuels / Lubricants & Chemicals for Power Plants.	Chief Executive Officer	Full Powers with variation of ±25% of original quantity in each purchase order..
5.1.7	Acceptance of quotations for purchase of foreign spares/material/equipment from OEM and other manufactures of international depute.	(i) BOD (ii) Chief Executive Officer	Full Powers Rs.40 Million in each case.

SECTION-VI

POWERS FOR ENGAGING CONSULTING ENGINEERS AND ADMINISTRATION OF CONSULTING SERVICES

Nature of Powers	Competent Authority	Monetary Limit
6.1 Foreign Consultants (In association with or without local consultants).		
6.1.1 Short-listing (with or without association of local consultants).	(i) Chief Executive Officer.	Full Powers
6.1.2 Acceptance /approval of Financial proposals exceeding Rs. 2.0 Million.	(ii) B.O.D.	Full Powers
6.1.3 Acceptance approval of Financial proposal.	(iii) Chief Executive Officer.	Rs. 2 Million.
6.1.4 Extension of time in consultancy services.	(iv) Chief Executive Officer.	Upto 1/4 th of the original Contract period but not Exceeding one year.
6.1.5 Variation in consultancy cost estimate (e.1) Within schedule time. (e.2) For extended period.	(v) Chief Executive Officer. (vii) Chief Executive Officer	Full Powers Full Powers
6.1.6 Inter adjustment in Man months between various disciplines and direct-cost at site office and home office.	Chief Executive Officer.	Full Powers (provided within the agreed total man-months and value of costs.
6.1.7 Utilization of approved contingencies Provision.	Concerned Director. Plant Manager	Full Powers.

Nature of Powers		Competent Authority	Monetary Limit
6.2	<u>Local Consultants</u> Local Consultants (In association with or without other local /foreign Consultants).		
6.2.1	Short-listing.	Concerned Director.	Full Powers.
6.2.2	Technical Selection of consultants	Chief Executive Officer.	Full Powers.
6.2.3	Acceptance/approval of cost of Consultancy services exceeding Rs. 2.0 Millions.	B.O.D.	Full Powers.
6.2.4	Acceptance/approval of the cost of Consultancy services upto Rs.2.0 Mi	Chief Executive Officer.	Full Powers.
6.2.5	Extension of time in consultancy Services.	Chief Executive Officer.	Up to 50% of scheduled Completion time but not exceeding one year.
6.2.6	Variation in consultancy cost Estimates: - Within scheduled completion time. - For extended period.	Chief Executive Officer. B.O.D.	Full Powers. Full Powers.
6.2.7	Approval to employ / replace expatriate employees of consultants.	Chief Executive Officer.	Full Powers.
6.2.8	Inter adjustment in Man months between various disciplines and direct cost at site office and home office	Chief Executive Officer.	Full Powers (provided within the agreed total man-months and value of costs).
6.2.9	Approval to employees / replace employees of consultant staff: - Within approved rates of contract. - at rates in excess of approved rates.	Chief Executive Officer. Chief Executive Officer.	Full Powers. Up to 20% excess.
6.2.10	<u>Utilization of approved contingency provision</u>	Chief Executive Officer	Full Powers.
6.2.11	<u>Special consultants (Foreign/Local)</u> <u>Approval to engage special consultant recommended by the Consultants</u>	BOD	Full Powers.

SECTION – VII

RE-APPROPRIATION OF FUNDS WITHIN THE APPROVED BUDGET

Nature of Powers		Competent Authority	Monetary Limit
7.1	Re-appropriation of funds for Capital Works in the Sanctioned Budget.	(i) Chief Executive Officer (ii) Technical Director	Full Powers Rs: 1.0 million for re-appropriation of funds between various units of appropriation: sub-head and sub-major heads.
7.2	Re-appropriation of funds relating to other expenditure.	(i) Chief Executive Officer (ii) Technical Director	Full Powers for re-appropriation of funds between various units of appropriation under the same major and minor head excepting re-appropriation between pay of officers/officials, traveling allowance and fuel cost.

Note:

***The exercise of Powers under this Section is subject to the following conditions.**

- i. The amount for which re-appropriation is required does not exceed the monetary limit for which competent authority is empowered to accord administrative approval.
- ii. Re-appropriation, if sanctioned, by Technical Director/HR & Admn. Director and Finance Director, shall be immediately reported to the Chief Executive Officer and the finance Director concerned.

SECTION-VIII

CREATION AND ABOLITION OF POSTS

Nature of Powers	Competent Authority	Monetary Limit
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1. Posts to be created as specifically provided for in the approved budget.

8.1	Creation and abolition of formation with requisite establishment (officers and subordinates)	B.O.D.	Full Powers
8.2.1	Creation of posts of BPS-19 above (Technical and Non Technical)	BOD	Full Powers subject to the condition that the posts shall be created on annual basis only.
8.2.2	Creation of posts of BPS-18 and Below (Technical and Non-technical)	C.E.O	Full Powers subject to the condition that the posts shall be created on annual basis only.
8.3	Abolition of posts no longer required	B.O.D.	Full Powers

SECTION –IX **CONTINGENT EXPENDITURE**

Definition:

Contingent expenditure comprises those charges which are incidental to the management of an office "as an office" and includes the cost of stationery, postage, telegram, furniture, advertisement, office rent, books and periodicals charges on account of hot and cold weather, contingent establishment, liveries, repairs to furniture, taxi hire on duty connected with the office and other similar petty charges. This shall also include all those miscellaneous expenses that are not specifically covered in this book.

Nature of Powers.		Competent Authority	Monetary limit
9.1.1	Purchase of Stationary articles.	(i) Chief Executive Officer (ii) Tech./FD/A&HR Director. (iii) Plant Manager.	Full Powers. Rs. 20,000 at a time. Rs. 5,000 at a time.
9.1.2	Purchase and repair of drawing and surveying instruments, furniture and office equipment, personal computers & allied equipments, multimedia, space heaters, room coolers / water coolers, air conditioners, refrigerator and Cooling plant.	(i) Chief Executive Officer (ii) Tech./FD/A&HR Director. (iii) Plant Manager.	Rs. 300,000 in each case. Rs. 100,000 in each case. Rs. 10,000 in each case.
9.2	Transport in emergent case when company transport is not available.	(i) Chief Executive Officer (ii) Tech./FD/A&HR Director. (iii) Plant Manager.	(i) Full Powers as per actual expenditure. (ii) As per actual expenditure up- to a maximum of Rs.15,000/- at a time. (iii) As per actual expenditure upto a maximum of Rs.6,000/- at a time.
9.3.1	Hiring of residential buildings for Officers and subordinates working under them.	(i) Chief Executive Officer (ii) Tech./FD/ A&HR Director.	Full powers within approved ceiling by BOD.
9.3.2	Hiring of non residential building / lands for official use.	(i) Chief Executive Officer (ii) Technical Director. (iii) Plant Manager.	Rs. 50,000 per month Rs. 25,000 per month. Rs. 10,000 per month.
9.3.3	Hiring of office furniture	(i) Chief Executive Officer (ii) Tech./FD/ A&HR Director. (iii) Plant Manager.	Rs.50,000 per annum per office Rs.25,000 per annum per office Rs.10,000 per annum per office
9.3.4	Hiring of Special Tools & Plants	(i) Chief Executive Officer (ii) Technical / Admn. & HR Director. (iii) Plant Manager.	Rs.100,000 per annum per office Rs.50,000 per annum per office Rs.25,000 per annum per office

9.4	Electricity, water charges, duties and taxes.	(i) Chief Executive Officer (ii) Tech./FD/ A&HR Director. (iii) Plant Manager.	Full Powers.
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9.5.1	Postage telegraph and telephone charges	(i) Technical / Admn. & HR Director. (ii) Plant Manager.	Full powers upto the monetary limit prescribed by the BOD.
9.5.2	Sanction of telephone connection / Mobile Phone / Internet connection.	Chief Executive Officer	Full powers for both offices and residential telephone connections.
9.6	Purchase of service postage stamps.	(i) Chief Executive Officer (ii) Technical / Finance / Admn. & HR Director. (iii) Plant Manager.	Full Powers. Full Powers Upto Rs:5,000 at a time.
9.7	Hot and Cold weather charges.	(i) Chief Executive Officer (ii) Technical / Finance / Admn. & HR Director. (iii) Plant Manager.	Full Powers as per instructions by BOD from time to time.
9.8	Purchase of typewriters, duplicators, photocopy machine, fax machine (domestic connections) calculators and bicycles for office use.	(i) Chief Executive Officer (ii) Tech./FD/ A&HR Director. (iii) Plant Manager.	Full Powers. Rs:25,000 Rs 5,000
9.9	Purchase of Liveries.	(i) Chief Executive Officer (ii) Tech./FD/ A&HR Director. (iii) Plant Manager.	Full powers subject to the standard and scale laid down by the BOD.
9.10	Printing Charges.	(i) Chief Executive Officer (ii) Technical / Finance / Admn. & HR Director. (iii) Plant Manager.	Full Powers. Rs:30,000.in each case Rs 10,000 in a year
9.11	Copying and translations charges payable on documents obtained from other offices including charges for photo-stat copies.	(i) Chief Executive Officer (ii) Tech./FD/ A&HR Director. (iii) Plant Manager.	Full Powers Full Powers Upto Rs 10000 in year
9.12	Purchase of daily newspapers and technical periodicals for official use.	(i) Chief Executive Officer (ii) Tech./FD/ A&HR Director. (iii) Plant Manager.	Full Powers Subject to maximum of 2 newspapers and 04 technical journals Subject to maximum of 2 newspapers and 02 technical journals

9.13	Purchase of technical publications, reports specification and maps technical books and such other books as facilitate office business.	(i) Chief Executive Officer (ii) Concerned Director. (iii) Plant Manager.	Full Powers Rs: 1,000 of each one subject to the maximum of Rs.5000 per month. Rs: 500 of each one subject to the maximum of Rs: 2000 per month.
9.14	Purchase of technical and non-technical publications/books/periodical/journals/ magazines and other printed literature as may be recommended by BOD.	Chief Executive Officer	Full Powers
9.15	Expenditure of binding work	(i) Chief Executive Officer (ii) Concerned Director. (iii) Plant Manager.	Full powers Up to maximum of Rs:15,000 per annum Upto to maximum of Rs.6,000 per annum
9.16	Advertisement charges	(i) Chief Executive Officer (ii) Concerned Director. (iii) Plant Manager.	Full powers Rs: 15,000 in each case. Rs. 2000 in each case.
9.17	Charges for remittance of pay and allowances of establishment by money order/bank draft/pay order through courier.	(i) Chief Executive Officer (ii) Concerned Director. (iii) Plant Manager.	Full powers.
9.18	Purchase of Ferro chemicals Ammonia Liquor, Ammonia Paper and reproduction supplies including toners, ribbons, cartridges for PCs.	(i) Chief Executive Officer (ii) Concerned Director. (iii) Plant Manager.	Full powers. Rs: 50,000 per annum Rs: 25,000 per annum
9.19	Other contingent expenditure not covered under specific items (non-recurring).	(i) Chief Executive Officer (ii) Concerned Director. (iii) Plant Manager.	Rs: 50,000 in each case Rs: 30,000 in each case Rs 5,000 in each case
9.20	Appointment of Establishment Chargeable to Contingencies	Chief Executive Officer	Full Powers subject to the condition that the pay allowed does not exceed that sanctioned for regular establishment of the same category and that budget allocation in lump sum or otherwise exists thereof under the subhead "contingencies"
9.21	Purchase of TV Sets (Color / Black & White) and Video Cassette Recorder / Player	Chief Executive Officer	Full Power

SECTION –X

POWERS FOR DISPOSAL OF PROPERTY

Nature of Powers		Competent Authority	Monetary Limit	
1. Disposal of temporary and unserviceable buildings.				
10.1.1	To dismantle and sell temporary unserviceable buildings	(i) BOD (ii) Chief Executive officer (iii) Technical / Admn. & HR Director.	Full Powers Rs 6 Million Rs 1 Million	
10.1.2	Lease of land, buildings and portion therefore belonging to the company	(i) BOD (ii) Chief Executive officer (iii) Concerned Director.	Full powers Rs. 300,000 Rs: 200,000	Subject to open auction & lease period granted upto two (02) years at a time
10.1.3	Sale of land not required by the company.	(i) BOD (ii) Chief Executive officer (iii) Concerned Director..	Full powers Rs 6 Million Rs 1 Million	Subject to open auction.
2. Disposal of Surplus Buildings				
10.2	To sell surplus buildings	(i) BOD (ii) Chief Executive officer (iii) Technical / Admn. & HR Director.	Full powers Rs 6 Million Rs 1 Million	
3. Declaration of store materials, instruments, tools and plants, equipment and vehicles including spare parts as surplus unserviceable or scrap.				
10.3	To declare store materials Instrument tools and plants and Equipment and vehicles including spare parts as surplus unserviceable or scrap.	(i) BOD (ii) Chief Executive officer (iii) Technical /Admn & HR Director (iv) Plant Manager	Full powers Rs:3.0 Million Rs:1.5 Million Rs 0.5 Million	
4. Disposal of surplus store Materials, Instruments, tools and plants, equipment and Vehicles including spare parts.				
10.4.1	To dispose store materials instrument tools and plants and equipment declared as surplus, unserviceable or scrap by competent authority as in 10.3 above.	(i) Chief Executive Officer (ii) Technical / Admn. & HR Director	Full powers Rs: 2 Million	
10.4.2	To dispose of vehicles declared as Unserviceable.	(i) Chief Executive Officer (ii) Technical Director/Admn. & HR Director.	Full powers Rs: 1 million	
10.4.3	To sell trees, agricultural produce or grass growing on company Land, waste, ash or oils etc.	(i) Chief Executive Officer (ii) Technical/ Admn. & HR Director (iii) Plant Manager	Full powers, subject to open auction and lease period granted up to two years at a time.	
10.4.4	To allow removal of trees in Power houses and colonies etc., Causing construction or falling under the power transmission and Distribution lines and to sell such removed/fallen trees through Auction or private party.	(i) Chief Executive Officer (ii) Technical/ Admn. & HR Director (iii) Plant Manager	Full powers Full powers Full Powers	

SECTION-XI

PAYMENTS UNDER COURT ORDERS

Nature Of Powers		Competent Authority	Monetary Limit
11.1	Payment under court Order or as per decision Of advisory board.	(i) Chief Executive Officer (ii) Technical / Admn. & HR Director.	Full powers Rs: 200,000/-
11.2	Waiver of internal audit Objections and write off Irrecoverable amount.	(i) BOD (ii) Chief Executive Officer	Full powers Upto Rs:20,000/ in each case

SECTION-XII

WRITE-OFF OF LOSSES

General conditions to be observed for write-off

- (1) All losses, whether of public money or of stores, shall be subjected to preliminary investigation by the officer, in whose charge they were, to fix the cause of the loss and the amount involved.
- (2) When an investigation into a case of loss due to theft, fraud or neglect discloses a defect of system and when irrecoverable loss is due to that cause, report shall be made to the BOD through the usual channels and the Finance Director, with a recommendation for rectifying the defect.
- (3) When the preliminary investigation shows that the loss is not due to theft, fraud or neglect, it will be written-off by the competent authority, in consultation with the Finance Director, or his representative. If preliminary investigation shows that the loss is due to theft, fraud or neglect the case will be immediately submitted to the next higher authority. This authority shall arrange, within one week of the receipt of case, constitution of an Inquiry Committee to investigate the reported loss unless the loss involved is of Rs. 15,000 or less, in which case the constitution of Inquiry Committee may at its discretion, be dispensed with. The Inquiry Committee shall submit within 30 days its report to the competent authority, who shall in consultation with the Finance Director or his representative of appropriate status, take action according to the circumstances of the case.

(A) IF THE PERSONS RESPONSIBLE ARE NOT COMPANY EMPLOYEES

- (i) The competent authority may write-off the entire loss for reasons to be recorded in writing.
- (ii) The competent authority may allow but cannot compel, the individual or individuals concerned to make good the loss in whole or in part. If the loss is made good in part, he may sanction the write-off of the balance for reasons to be recorded in writing.
- (iii) The competent authority may lodge a report in writing at the nearest police station, in cases of serious nature, involving loss of large amounts of public money or of valuable property, with a copy to the Superintendent of police concerned for prompt investigation and prosecution of the accused. He may also, with the sanction of the BOD, file a recovery suit against the person responsible for the loss in a court of law.
- (iv) Anyone or more of the above courses of action may, at the discretion of the competent authority, be taken against the persons responsible.

(B) IF THE PERSONS RESPONSIBLE ARE COMPANY EMPLOYEES

- (i) The competent authority may write-off the entire loss for reasons to be recorded in writing.

- (ii) The competent authority may allow but cannot compel the individual or individuals concerned to make good the loss in whole or in part. If the loss is made good in part, he may sanction the write-off of the balance for reasons to be recorded in writing.
- (iii) The competent authority may take departmental action against the individuals responsible, or in cases where such action requires the orders of a higher authority, submit the case for orders together with his recommendation.
- (iv) The competent authority may lodge a report in writing at the nearest police station, in cases of serious nature, involving loss of large amounts of public money or of valuable property, with a copy to the Superintendent of police concerned for prompt investigation and prosecution of the accused. He may also, with the sanction of the BOD, file a recovery suit against the person responsible for the loss in a court of law.
- (v) Anyone or more of the above courses of action may, at the discretion of the competent authority be taken against the persons responsible.

Notes:

- 1) Where the reported loss is less than Rs. 250,000/- the matter will be reported directly by the Plant Manager concerned to Director concerned (such as Technical, Finance HR&A), who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under: -

i. A Grade 18 officer	Convener
ii. A Grade 17 officer from Audit & Accounts	Member
iii. A Grade 18 officer conversant with investigation.	Member
- 2) Where the reported loss amounts to Rs. 250,000/- and upto Rs. 2,000,000/- the matter will be reported by the Director concerned to CEO, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under: -

i. A Grade 19 officer	Convener
ii. A Grade 18 officer from Audit & Accounts	Member
iii. A Grade 18 officer conversant with investigation.	Member
- (3) Where the reported loss amounts to more than Rs.2,000,000/- the matter will be reported by the CEO to the BOD, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under: -

i. A Grade 20 officer	Convener
ii. A Grade 19 officer from Audit & Accounts	Member
iii. A Grade 18 officer conversant with investigation.	Member
- (4) **The Enquiry committee so constituted under notes- 1,2, & 3 above shall have a convener who will always be, at least one grade higher than the one being enquired into.**

(5) The enquiry officer, if ordered, shall be at least one grade higher than the officer, being enquired against. However, in case of enquiry against a grade 20/21 officer, the officer in same grade, senior to the officer being enquired against, could also be appointed.

Competent Authority	Losses not due to theft, fraud or neglect	Losses due to theft, fraud or neglect
i) BOD	Full Powers	Full Powers
ii) CEO	Rs. 4.0 Lacs in each case	Rs. 1.0 Lac in each case
iii) Technical, HR/Admn, Operation Directors & officers of equivalent status.	Rs. 1.0 Lac in each case	Rs. 25,000/- in each case
iv) Plant Managers	Rs. 25,000/- in each case	Rs. 10,000/- in each case

6.

To write off losses due to demurrage and wharfage charges	(i) BOD (ii) Chief Executive Officer	Full powers Rs: 50,000/- in each case
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Powers to remit over payment of pay and allowances made to company employees due to oversight or misinterpretation of rules.	(i) BOD (ii) Chief Executive Officer	Full powers Rs: 25,000/- in each case
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SECTION-XIII

PURCHASES IN HOSPITALS / DISPENSARIES

Nature Of Powers		Competent Authority	Monetary Limit
13.1	Purchase of Medicines Drugs/Dressing for Hospitals/ Dispensaries.	(i) Chief Executive Officer (ii) Admn. & HR Director (iii) M.S Hospital	Full Powers Rs: 2.0 million per Q Rs: 1.0 million per Q
13.2	Purchase of Medical X-Ray dental hospital equipment, surgical instruments laboratory chemicals/equipment etc.	(i) Chief Executive Officer (ii) HR & Admn. Director (iii) M.S Hospital / Sr: Medical Officer	Full Powers Rs.1.0 million 1,00,000 in each case.
13.3	Expenditure on diet provided to hospitalized patients.	M.S Hospital / Sr: Medical Officer	Full Powers subject to yardstick approved by BOD.
13.4	Payment of washing charges in hospital	M.S Hospital / Sr: Medical Officer	Full Powers subject to yardstick approved by BOD
13.5	Purchase of blood for hospitalized patients in Emergency cases.	M.S Hospital/Sr. Medical Officer	Full Powers
13.6	To dispose off X-Ray Waste water.	M.S Hospital/Sr. Medical Officer	Full Powers
13.7	Purchase of conservancy Items for hospital/ dispensaries.	(i) HR & Admn. Director (ii) M.S Hospital	Full Powers Rs:100,000 per annum.
13.8	Purchase of medical gases	(i) HR & Admin Director (ii) M.S Hospital / Sr: Medical Officer	Full Powers 10,000 in each case.
13.9	Purchase of hospital dispensary linens/blankets etc.	(i) HR & Admn. Director (ii) M.S Hospital / Sr: Medical Officer	Full Powers Rs 20,000 in each case.
13.10	Repair/Maintenance of medical / surgical / Laboratory/X-Ray / dental / hospital / dispensaries equipment.	(i) HR & Admn. Director (ii) M.S Hospital / Sr: Medical Officer	Full Powers Rs 20,000 in each case.
13.11	X-Ray films/chemicals and laboratory chemicals kit/re-agents.	(i) Admn. & HR Director (ii) M.S Hospital	Full Powers Rs:20,000 per quarter
13.12	Purchase of mattresses, Pillows etc.	(i) Admn. & HR Director (ii) M.S Hospital	Full Powers Rs 20,000 in each case.

SECTION-XIV

ADVANCES TO EMPLOYEES

Nature Of Powers		Competent Authority	Monetary Limit
14.1	Advance for the construction/purchase of a house or a plot of land for construction of a house.	(i) Chief Executive Officer (ii) Admn. & HR Director.	Full powers upto Grade-18 and above officers Full powers upto Grade-17 Officers
14.2	Advance for the purchase of a Car, Motor Cycle/Scooter.	(i) Chief Executive Officer (ii) Admn. & HR Director.	Full powers upto Officers in Grade 18 &above Full powers upto Grade-17 Officers
14.3	Advance for the purchase of Cycle.	(i) Chief Executive Officer (ii) Admn. & HR Director.	Full powers as per Company policy in accordance with relevant rules in case of and subordinates on whom they are competent to impose major penalty under the relevant rules.
14.4	Traveling & Daily Allowances	(i) Chief Executive Officer (ii) Admn. & HR Director.	Full powers subject to the limits fixed in the T.A. rules.

Note:

The Powers, in respect of Officers in BPS-18 and above, shall be exercised on completion of devolution of HR & Administrative powers to companies for officers in BPS-18 and above.

SECTION-XV

FIXATION OF RESERVE STOCK LIMIT

Nature Of Powers		Competent Authority	Monetary Limit
15.1	Fixation of Reserve Stock Limit	Chief Executive Officer	Full Powers

(23)

SECTION-XVI

MISCELLANEOUS POWERS

Nature Of Powers		Competent Authority	Monetary Limit
16.1	Sanction of law charges	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Full Powers Full Powers in accordance with the schedule of fees.
16.2	Serving meals to visiting VIP guests to attend formal ceremonial function/ informal function.	(i) BOD (ii) Chief Executive Officer (iii) Tech. / FD / A&HR Director.	Full Powers Rs: 30,000 in each case. Rs 20,000 in a year
16.3	Expenditure on formal ceremonial functions.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director.	Rs: 20,000 in each case. Rs.10,000 in each case
16.4	Serving light refreshments to participants of formal / informal ceremonial functions / open katchery / visiting delegations.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director (iii) Plant Manager	Rs:20,000 in each case. Rs: 10,000 in each case Rs 5,000 in each case
16.5	Serving meals to dignitaries / VIPs on occasion other than ceremonial function.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director.	Rs: 10,000 in each case. Rs.5000/- in each
16.6	Distribution of sweets on religious and national functions to patients, children and other participants of religious functions.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Rs: 5,000 in each case Upto Rs.5000/- in a year
16.7	Light refreshments to participants of Official meetings.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Rs: 4,000 per meeting Rs: 50 per head upto Rs:2000/- per meeting
16.8	Serving meals / refreshments to Departmental labour camped at site of work on unforeseeable emergency or break down of serious nature likely to last for 24 hours or more.	Admn. & HR Director	Rs: 50/- per meal / head / day

(I) The powers shall be exercisable on the recommendation of Legal Advisor / Chief Law Officer PEPCO till completion of devolution of powers.

(II) These powers shall be subject to quarterly limit of 25% of the budget of company in the particular head.

16.9	Compensation to workmen/under the Workmen Compensation Act.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director (iii) Plant Manager	Full powers provided compensation does not exceed the scale laid down in the Workmen Compensation Act.
16.10	Compensation to any individual under specific law-rules of judgment of court.	Chief Executive Officer	Full powers, subject to the advice of Legal Advisor, who will bring to the notice of the BOD cases involving expenditure exceeding Rs:50,000/-
16.11	i) Honoraria & Reward to employees 17 & above	(i) BOD (ii) Chief Executive Officer	Full Powers Upto Rs: 4,000 in each case
	ii) Honoraria & Reward to employees in Basic Pay Scale No: 16 & below.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Upto a maximum of Rs:2000/- in each case and Rupees One (01) million in a year. Upto a maximum of Rs:1000/- in each case and Rs:40,000/- in a year.
	iii) Arbitration Fee.	Chief Executive Officer	Upto a maximum of Rs:20,000 in each case subject to a maximum of Rs:6 million in a financial year in all cases.
16.12	Reimbursement of medical expenses to employees.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Full Powers Rs. 50,000 in each cases of hospitalization and Rs:20,000 in each case in other cases.
16.13.	Purchase of petrol motor oil and lubricant.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Full Powers subject to the following conditions and prior sanction of estimate by the competent authority. (i) From Company approved petrol stations only. (ii) HR/Admn. Director to issue list of approved petrol stations.
16.14	Powers to sanction investigation of time barred claims of company employees to arrears of pay/ allowances.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Full Powers Full Powers in respect of claims less than three years old for employees whom they are competent to appoint.

16.15	Inter adjustment between shortages and surpluses of same item of stores.	Chief Executive Officer	Full Powers
16.16	Compensation for land acquisition under the land acquisition act 1894.	Chief Executive Officer	Full Powers subject to approval of BOD.
16.17	To rent out heavy machinery like Gantry crane, Tower Crane, Mobile Crane etc., to contractors for the construction of the projects.	Chief Executive Officer	Full Powers
16.18	To advance payment for the expenditure on medical treatment in an approve hospital/Institute in Pakistan to entitled employees in emergent case duly processed by the Authorized Medical Board.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Full Powers Rs.20,000/- in each case.
16.19	Sports Activities.	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director	Rs: 15,000 per event & in line with yard stick fixed by BOD. Rs: 10,000/- at a time subject to maximum Rs:50,000/- per annum.
16.20	Repair of P.Cs including related equipments and entering into maintenance agreements	(i) Chief Executive Officer (ii) Tech. / FD / A&HR Director (iii) Plant Manager	Full Powers Rs.20,000/- in each case Rs.10,000/- in each case