

**M.P. URJA VIKAS NIGAM LTD.
URJA BHAWAN, BHOPAL**

275

UVN/Admn./70/2017/ 3929

Dated : 17-01-17

The following powers are delegated to District Renewable Energy Officers of MPUVN :-

ADMINISTRATIVE /FINANCIAL POWERS

| S.No. | Item | Remarks |
|-------|--|--|
| 1. | To approve tour programme, T.A.bills, tour Diaries etc., as per rules | For staff under him (within Jurisdiction) |
| 2. | To approve tour/temp. Advance as per rule | For staff under him (within Jurisdiction) |
| 3. | Medical advance to staff upto 03 months salary, grain and festival advances as per rules. | For staff under him (within Jurisdiction) |
| 4. | Sanction of Leave to subordinate staff a) Casual leave b) EL/HPL/Com.leave/Child care | For staff under him (within Jurisdiction) |
| 5. | Approval of HRA to staff as per rules against declarations | For staff under him (within Jurisdiction) |
| 6. | To approve expenditure on conference/ seminars/ Exhibitions/meets/participation, training etc. hoisted by other as per rules | Up to Rs. 25,000/- per programme at a time. |
| 7. | To sanction the quotations for the execution of works/supplies including deposit works, subject to A/S & T/S up to Rs. 25,000/- as per rules. | As per rules |
| 8. | 1-To grant technical sanction for all works/supplies relating to each project/ programme as per rules. 2- To grant Administrative sanction for all works/supplies relating to each project/ programme at approved rates. 3- To issue work order/supplie order on approved rates subject to AS/TS as per rules. | Up to Rs. 10. lakh at a time Up to Rs. 10 lakh at a time Up to Rs. 10 lakh at a time |
| 9. | Repair and O&M of projects maintained by Nigam as per rules. | Upto 25,000/-at a time, subject to maximum of rupees 1,00,000/- in a year. |
| 10. | To sanction telephone bill, postage, electric and water expenses. | Subject to prescribed ceiling and budgetary provisions. |
| 11. | To sanction reimbursement of telephones bills as per rules. | Full powers subject to prescribed ceiling. |
| 12. | To impose minor penalties as per rules. | Full powers for staff under him (only for class III and IV) |

- The above powers are subject to the budget provision.
- Rest of the powers delegated to other officers mentioned in the previous office orders will be as usual.
- The matters not described in this order or elsewhere will be put up to the M.D. for orders. This order will come into force with immediate effect.


(MANU SRIVASTAVA)
Managing Director
Dated:

No. UVN/Admn/70/2016

Copy to-

- O.S.D. to Hon'ble Chairman/MD, MPUVN Ltd., Bhopal
- All section Heads, H.O. MPUVN, Bhopal
- CFA, MP UVN Bhopal
- All DREO's..... MPUVN
- Office order File.


Add. A.O.