

	Power Transmission Corporation of Uttaranchal Ltd.		Tel: 0135-2762473,2762472 Fax : 0135-2762460 Email : md.ptcul@rediffmail.com
No.: 3506 /MD/PTCUL/MD(OM)			Dated: 29/12/2006

OFFICE ORDER

Subject: Reconstitution of Contract and Purchase Committees at Corporate Level.

The present Organization Structure adopted by the Company Board and now being implemented oriented towards growth and improvement in Project ,O&M and SLDP operations, with professional support of department like HR, Finance and General Administration.

For effective control over operations in projects O&M and SLDC staff positions have been created and manned. Efforts are on to fill up the vacant positions at various levels of the Organizational hierarchy. In view of the new positions it becomes imperative to reconstitute the Purchase Committees. Therefore, considering the foregoing and in exercise of the powers delegated to the MD, vide Board Resolution dated 02.09.2004 vide agenda item no. 2.03 confirmed by the Board in its 3rd meeting dated 15.12.2004, the new Purchase Committee(s) at Corporate Level are constituted as under :-

(A) Works relating to Repairs & Maintenance (R&M) for both works and Purchase of items within approved Budget of O&M:-

Members of the Committee & its role	Directors Level Committee (Level-1)	Executive Director Level Committee (Level-2)	General Manager Level Committee (Level-3)
Chairman	Managing Director	Executive Director (O&M)	G.M.(O&M)
Technical Member	Director (Operation)/ ED(O&M)	G.M.(O&M)	Concerned DGM
Member (Finance)	Director (Finance)	DGM (Finance)	DGM (Finance)
Convener	G.M.(O&M)	Concerned DGM	Concerned DGM
Financial Powers	All cases of value Rs. 2 Crores to Rs. 10 Crores	All cases of value above Rs. 50 Lacs to Rs. 2 Crores	All cases of value upto Rs. 50 Lacs

(1)

(B) All Capital Works relating to Projects (for both Works and Purchase of items) within approved Capital Budget:-

Members of the Committee & its role	Directors Level Committee (Level-1)	General Manager Level Committee (Level-2)	DGM Level Committee (Level-3)
Chairman	Managing Director	G.M.(Projects)	Concerned DGM
Technical Member	Director (Projects)	Concerned DGM	Concerned Executive Engineer
Member (Finance)	Director (Finance)	DGM (Finance)	DGM (Finance)
Convener	G.M.(Projects)	Concerned DGM	Concerned Executive Engineer
Financial Powers	All cases of value Rs. 2 Crores to Rs. 10 Crores	All cases of value above Rs. 50 Lacs to Rs. 2 Crores	All cases of value upto Rs. 50 Lacs

(C) All Works relating to ADB Project (for Works, Purchase of items and Consultancy) within approved Budget:-

Members of the Committee & its role	Directors Level Committee (Level-1)	General Manager Level Committee (Level-2)	DGM Level Committee (Level-3)
Chairman	Managing Director	G.M.(ADB)	Concerned DGM
Technical Member	Director (Projects)	Concerned DGM	Concerned Executive Engineer
Member (Finance)	Director (Finance)	DGM (Finance)	DGM (Finance)
Convener	G.M.(ADB)	Concerned DGM	Concerned Executive Engineer
Financial Powers	All cases of value Rs. 2 Crores to Rs. 20 Crores	All cases of value above Rs. 50 Lacs to Rs. 2 Crores	All cases of value upto Rs. 50 Lacs

(D)For Consultancy contracts (excluding ADB Projects) within approved Budget

(i) On matters relating to Legal, Accounting, Taxation and Finance:-

Members of the Committee & its role	Contract value over Rs. 5 Lacs	Contract value upto Rs. 5 Lacs	Contract value upto Rs. 1 Lacs
Chairman	Director (Finance)	G.M.(Finance)	DGM (Finance)
Technical Member	G.M.(ADB)/ G.M.Concerned	DGM (from Engineering side)**	Executive Engineer**
Member (Finance)	G.M./ D.G.M. (Finance)	DGM (Finance)	Dy.CAO/ SAO(Finance)
Convener	Dy.CAO/ SAO	Dy.CAO/ SAO (F)	A.O.
Administrative Approval by	Managing Director	Managing Director	Managing Director

**** Member to appoint on case to case basis, as appointed by GM (ADB/O&M)**

(ii) Consultancy on Technical Matters:--

Members of the Committee & its role	Contract value over Rs. 5 Lacs	Contract value upto Rs. 5 Lacs	Contract value upto Rs. 1 Lacs
Chairman	Managing Director	Concerned G.M.(O&M & Projects)	Concerned DGM
Technical Member	Concerned Director(O&M & Projects)/ED	Concerned DGM	Executive Engineer
Member (Finance)	Director (Finance)	DGM (Finance)	Dy.CAO(Finance)
Convener	Concerned G.M.(O&M & Projects)	Concerned Executive Engineer	Concerned Executive Engineer
Administrative Approval by	Managing Director	Managing Director	Managing Director

(3)

General terms and conditions:-

1. Approved Budget means budget(s) as approved by Board of Directors (BOD). In case an item is not approved by BOD, then the approval of Managing Director is mandatory.
2. In case of a vacant position (Post as member of the Purchase Committee) the immediate next higher authority shall be the member of the Purchase Committee.
3. The prevailing financial powers at each Committee level shall continue to be the same except where specifically redefined under this order.
4. Concerned General Manager shall take the prior approval of MD and Director (Projects) (in cases of capital purchases) ,ED and MD (in cases of R&M purchases) for works/ procurement of quantities & estimates.
5. The tenders shall be floated, Procurement shall be made and/or Contracts shall be entered into in line/conformity with the following transfer orders :--
 - a. Order no. 3140/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - b. Order no. 3141/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - c. Order no. 3142/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - d. Order no. 3143/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - e. Order no. 3144/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - f. Order no. 3145/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
6. It is mandatory that all participants at any meeting of Purchase committee shall be the "Attendance Record Slip" as per the enclosed format. These attendance slips shall be attached to the minutes of the Purchase Committee meeting along with advance (signed and dated) Administrative approval & advance approval of the specifications for floating tender. It is the responsibility of the Convener to initiate such attendance records. Minutes of the Purchase committee must be prepared and signed with dates, by all the present, prior to execution & release of an agreement, order, documents etc. Absentee and quorum guidelines will be followed and record.
7. The finalized Minutes of the Purchase Committee and Contracts Committee shall be prepared during the meeting and must be signed before the close of the meeting. It is a mandatory to circulate the signed Minutes within 2 working days of the holding of the meeting.

The new constitution of the Purchase Committee shall become operative with immediate effect and shall supersede all previous orders.


(S. Mohan Ram)
Managing Director

No.

/MD/PTCUL/

of dated

Copy to the following for information and necessary action:-

- (i) Director (Operation/Executive Director O&M), PTCUL, Dehardun.
- (ii) Director (Finance),PTCUL, Dehardun.
- (iii) Director (Projects),PTCUL, Dehardun.
- (iv) General Manager, O&M/Project/ADB/Finance, PTCUL, Dehardun.
- (v) General Manager, O&M/ADB/Finance, PTCUL, Dehardun.
- (vi) Dy. General Manager, Finance/ADB/Transmission/T&C, PTCUL, Dehardun.
- (vii) All Executive Engineers, PTCUL, Dehardun.
- (viii) Dy. CAO/SAO/Ao (Finance), PTCUL, Dehardun.



(S. Mohan Ram)
Managing Director