

सूचना का अधिकार अधिनियम – 2005 के अध्याय – 2 की

धारा-4 (1) ख (2)

मैनुअल संख्या – 2

अधिकारियों और कर्मचारियों की शक्तियाँ और कर्तव्य

इस मैनुअल को तैयार करने में यद्यपि यथोचित सावधानियाँ बरती गयी हैं, तथापि इसके प्रकाशन में यदि कोई त्रुटि रह गयी हो तो कृपया महाप्रबन्धक (एमडीओ), कार्यालय, यूजेवीएन लिमिटेड, उज्जवल, महारानी बाग, जीएमएस रोड, देहरादून पिन-248006 को डाक अथवा ई-मेल [vivek.atreya@ujvnl.com](mailto:vivek.atreya@ujvnl.com) पर सूचित करें।

## अधिकारियों एवं कर्मचारियों की शक्तियां एवं कर्तव्य

निगम में कार्यरत अधिकारियों एवं कर्मचारियों को प्रदत्त अधिकार एवं कर्तव्यों का स्रोत मूल रूप से कम्पनी अधिनियम 1956 एवं निगम के अर्न्तनियमों (Memorandum & Articles of Association) में उल्लिखित है। निगम के समस्त अधिकारियों एवं कर्मचारियों द्वारा अपने अधिकारों का उपयोग एवं निर्दिष्ट कार्य (Memorandum & Articles of Association) में उल्लिखित उद्देश्यों के सापेक्ष ही किया जाता है। अपने कार्यों एवं उत्तरदायित्वों के निर्वहन करते समय सभी अधिकारियों एवं कर्मचारियों के लिए समस्त वैधानिक अधिनियमों जो कि कम्पनी पर लागू होते हैं का अनुपालन अनिवार्य है।

### निदेशक मण्डल के अधिकार एवं कर्तव्य

निगम के अर्न्तनियमों के बिंदु-49 के अनुसार निगम के क्रियाकलापों को निदेशक मण्डल द्वारा संचालित किया जाता है। निदेशक मण्डल ऐसे समस्त अधिकारों का प्रयोग करने में सक्षम है। जिनका प्राविधान कम्पनी अधिनियम, 1956, किसी अन्य अधिनियम, किसी ज्ञाप या अर्न्तनियमों के अन्तर्गत उत्तराखण्ड सरकार अथवा कम्पनी के शेयर धारकों द्वारा नहीं किया जाना है।

### अध्यक्ष एवं निगम के प्रबन्ध निदेशक को प्रदत्त अधिकार

यूजेवीएन लि० के अध्यक्ष को संगठन के प्रमुख तथा प्रबन्ध निदेशक को निगम के सुचारु संचालन हेतु अधिकृत किया गया है। उनके द्वारा उपभोग किये जाने वाले अधिकार निदेशक मण्डल द्वारा प्रदत्त होते हैं। कम्पनी अधिनियम के अन्तर्गत तथा कम्पनी के Memorandum & Articles of Association द्वारा प्राप्त शक्तियों का प्रयोग करते हुए बोर्ड द्वारा उन्हें निम्नवत अधिकार प्रदान किये गये हैं:—

Powers delegated to Managing Director and Chairman are given as here under:-

Sl. No.	Subject Matter	Power Delegated to	
		Chairman	MD
<b>1.</b>	<b>CAPITAL ESTIMATES</b>		
	Power to approve Feasibility Reports, Project Reports, Detailed Project Reports and Estimates as a whole for Plant /Project Township or for expansion of existing facilities of plant and township or for establishment of new units and facilities.	-	Authorised to approve upto Rs. 20 Crores.
	Any capital expenditure including additions, alterations, modifications to or replacement of an existing asset, or other items which have not been specifically included in the approved capital budget for the year (subject to overall budget limit).	Above Rs. 5 Crores upto Rs. 10 Crores	Approval upto Rs. 5 Crores.  This delegation shall henceforth be exercised only in following two situations : <b>1- Emergency Expenditure :</b> Any capital expenditure including additions, alterations, modifications or replacement of an existing asset which is in the nature of emergency expenditure arising out of circumstances which could not be anticipated such as natural calamities, accidents etc. <b>2- Re- appropriation:</b> Any capital expenditure including additions, alterations, modifications or replacement of an existing asset which require re-appropriation of sanctioned budget (Operation to operation, Capital to Capital only)
<b>2.</b>	<b>PROCUREMENT OF WORKS, PROCUREMENT OF GOODS AND APPOINTMENT OF CONSULTANTS</b>		
	Issue of letter of intent or award of contract for works forming a component of project already sanctioned or where investment decision has been taken by the Government.	-	Authorised to approve upto Rs. 20 Crores.
	Proposals for pre-qualifications of contractors for works estimated to cost more than Rs. 20 Crores.	-	Authorised to grant approval after the same have been processed by the concerned department in association with Finance & routed through concerned Director and Director (Finance)
	Issue of letter of intent or award of supply order or contract for procurement of goods forming an item of a project already sanctioned or where investment decision has been taken by the Government.	-	Authorised to approve upto Rs. 20 Crores.
	Issue for LOI or award of Consultancy contracts/contract for services.	-	Authorised to approve upto Rs.1 Crore.
	Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s), substitution of one item in BOQ by another in the BOQ and deviations from the	-	Authorised to approve upto 12.5% or Rs.25 Crores whichever is less.

	terms of the contract resulting cumulatively in an increase in contract value of the Contracts approved by the Board excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.		
	Payments of idle charges, hire charges and interest to contractor for delay not attributable to contractor and not covered by force majeure.	-	Authorised to approve upto Rs. 50 Lacs.
	Acceptance of disputed claims relating to capital works and relating to operations.	-	Authorised to approve upto Rs.50 Lacs for capital works and upto to 10 Lacs relating to operations.
<b>3.</b>	<b>WRITE OFF</b>		
	To write off any items of stores, equipment, tools, plant and materials.	-	Authorised to approve upto Rs. 10 Lacs.
	To write off shortages of cash	-	Authorised to approve upto Rs.20 Thousands
	To write off demurrage/wharfages/port charges etc. in a year for each project/Unit	-	Authorised to approve upto Rs. 20 Lacs.
<b>4.</b>	<b>General</b>		
	Grant of compensation to other than Company employees arising from any cause	-	Authorised for grant of compensation where it is required as per any statutory provisions or Government orders or Board decisions.
	Any grant or donation or ex-gratia payments, not arising from recognized rules relating to amenities and welfare	Exceeding Rs. 10,000/- upto Rs. 20,000/- in each case	Authorised to approve upto Rs.10,000/- in each case.
	Settlement of claims against the company from any cause not provided for in any other items mentioned above.	Exceeding Rs.1.5 Lacs upto Rs.3 Lacs	Authorised to approve upto Rs. 1.5 Lacs.
<b>5.</b>	Expenditure for ceremonial occasions, local festivals, Dignitaries visit.	Full Power subject to annual ceiling of Rs.5 Lacs.	Full Power subject to annual ceiling of Rs.5 Lacs.
<b>6.</b>	Sanction of expenditure for official hospitality and Declaration of official guests.	Full Powers.	Full Powers.

*Note: Chairman has been delegated power for taking decision on behalf of Board in special circumstances or on urgent matters or to issue specific directions to Managing Director.*